

JOB DESCRIPTION

Job title	Assistant Manager (Trust Accountant)
Location	Station Road, Cambridge
Department	Private Clients
Line manager job title	Director

Overview

The role has responsibility for a small portfolio of clients, and for delivering first class advice and service to those clients as well as PEM colleagues. Assisting where appropriate in reviewing work prepared by the team, including the preparation of trust accounts and trust tax returns and simple advisory work.

Key accountabilities

- Preparing trust accounts and trust and estate tax returns.
- Assisting with personal tax compliance for the beneficiaries of trusts and estates.
- Maintaining a sound knowledge of the UK taxation of trusts and estates, keeping up-to-date with tax legislation changes and assisting with dissemination of such information.
- Meet client needs, keeping them up to date with progress and maintaining trust and confidence.
- Reviewing work performed by colleagues under your supervision, prior to senior colleagues' review.
- Dealing with routine correspondence concerning client's affairs on a timely basis.
- Assisting senior colleagues with detailed and more advanced work when necessary.
- Management of billing to ensure minimal write-offs and work in progress to ensure recoverability targets are met.
- Ensure chargeable hours, work in progress and recoverability target KPI's are met.
- Ensure compliance with internal procedures, setting a good example to junior colleagues.
- Work collaboratively with all members of the team, building confidence and respect of peers and junior colleagues.
- Assisting with training new team members and effectively delegating work.
- Start to build a professional network of clients and contacts.

Person Specification

- AAT or another accounting qualification is preferred.
- Experienced in preparing accounts with a solid foundation in accounting principles.
- Have an interest in personal tax and trusts.
- Demonstrate excellent analytical skills and attention to detail.
- Possess strong communication skills to explain complex matters clearly to clients.
- Be eager to learn and develop expertise in this specialised field.
- Professional attitude, ensuring PEM values are maintained and promoted at all times
- Proficient at all Microsoft Office apps, specifically, excel, word and PowerPoint, together with case and document management systems (FibreCRM, Intapp etc.)
- Ability to juggle priorities and plan work effectively
- Excellent time keeping and time management skills