

FUND ACCOUNTANT

The position of Fund Accountant forms part of the Fund Services Department comprising of approximately seven staff, an integral part of Trident Trust's Guernsey based office of approximately 50 staff.

The Fund Accountant will report directly to the Senior Manager of Funds.

Duties

Together with the rest of the fund administration team, taking senior responsibility for the day-to-day administration of Fund Portfolios. These will comprise of a mixture of Fund of Funds, Property, Hedge, Equity and Bonds Funds.

- Checking and preparation of monthly or quarterly NAVs.
- Liaison by telephone with clients, custodians, brokers and other intermediaries regarding the day-to-day running of various fund portfolios.
- Written correspondence with clients, custodians, brokers and auditors.
- Execution of banking transactions by completion of relevant documentation or input onto online computerised banking systems.
- Arranging payments as required and ensuring all regular commitments, are made on a timely basis.
- Preparation of annual and semi-annual fund financial statements where necessary.

Providing specific technical support to the Fund Services team as a whole.

- Assisting other members by specifically providing input/training with more complex pricing and accounting issues.
- Supporting management in the continued introduction of software/systems and the development of effective procedures.

Qualifications Required

- The candidate will be a qualified Accountant.
- No specific investment qualifications are necessary.

Skills Required

- Good knowledge of fund structures, valuation preparation, share dealing and registration.
- Good knowledge of investments in general.
- Technical competency with understanding more complex instruments and pricing basis.
- Good communication/presentation skills, both verbal and written.
- Generally IT Proficient and specifically in terms of a general aptitude to identifying where procedures can be made more efficient by a better use of software.

Training

Not only will "on the job" training be provided, but Trident offers opportunity for employees to enhance their technical knowledge and experience by operating a Financial Assistance Policy that promotes further study.