

# Job Description



**Job Title:** Assistant Accountant  
**Reports To:** Manager  
**Team:** Accounting  
**Location:** Jersey

## Company

**Langham Hall invests in people and developing them professionally. We are extremely proud of our leadership-focused culture which fosters a dedicated, approachable and collaborative way of working. We offer the opportunity to progress your career and study professional qualifications.**

Langham Hall's success as a professional services firm depends on employing talented individuals. We develop our people through the provision of quality leadership and training. We are proud of our culture and seek out people that believe in our values.

Langham Hall is a fast-growing company and as such staff experience a variety of responsibilities and inclusion in exciting initiatives beyond their day-to-day role. Employees are dedicated to delivering a first-class service to clients. Management and staff identify early opportunities to play an active part in meetings. This level of engagement ensures that we develop strong, lasting relationships with our clients and that Langham Hall staff feel engaged and challenged in their work.

Our teams work in collaboration with all teams across the business as well as with our offices in other jurisdictions.

We invest in our people, providing support and encouragement in their professional growth and development. Staff receive intensive training and, where applicable, full exam tuition and study support.

Langham Hall has extremely low staff turnover with Managers' average tenure being over four years. This emphasises the loyalty and trust that Langham Hall has earned from its people through the promotion of a positive working culture.

## Job Role

### **Overview**

The individual will work in a team servicing the needs of a portfolio of clients. There will be a number of responsibilities as outlined below;

### **Duties**

- Maintenance of all electronic and paper files for allocated clients
- Preparation of bank reconciliations for all client accounts
- Bookkeeping on SUN systems for allocated Fund structures (RE & PE), companies and trusts.
- Preparation of monthly/quarterly management accounts for allocated clients
- Preparation of Investor capital accounts
- Preparation of adhoc Investor queries and confirmations
- Preparations of annual Financial Statements (UK GAAP/IFRS, audited & unaudited)
- Supporting senior staff throughout the audit process
- Assisting with team projects including updates to processes and record keeping procedures
- Preparation of VAT returns

## Person Specification

- Excellent prioritisation, organisational, and interpersonal skills
- A strong 'Can Do' attitude
- The ability to work as part of a team to achieve agreed deliverables
- The ability to manage multiple tasks with excellent time management skills
- Produce accurate work under the pressure of tight deadlines and lead by example
- Have an approachable and dedicated demeanour
- Be self-motivating, adaptable and flexible in approach to work

## Qualifications

- Educated to A-levels or equivalent as a minimum.

## Skills and Experience

- Previous bookkeeping and accounting knowledge/qualifications desired but not essential
- Wishes to start studying toward ACCA
- Relevant practical work experience would be an advantage
- Ability to present information and respond to questions from managers and clients
- Ability to solve practical problems and deal with a variety of situations
- Intermediate / advanced excel and word skills required
- Excellent interpersonal and communication skills
- Numeracy and good written skills