

Whitmill Trust Company Limited

Manager - Client Accounting – Luxembourg

Job description

Reports to:	Head of Luxembourg office
Main job purpose:	<ul style="list-style-type: none"> • To help deliver company secretariat services to a number of our client legal entities and internal governance committees and will be responsible for ensuring adherence to relevant Luxembourg regulations and internal governance policies • To be responsible for leading and delivering effective corporate governance arrangements for our client entities • To act as a strategic business partner to inform and influence the Board of Directors of the WTCL Luxembourg entity and Committee's on matters relating to corporate governance • To act as an influencer and champion of best practice for company secretariat and corporate governance arrangements across Luxembourg • In addition, the incumbent will be responsible for ensuring that all policies, procedures and practices keep pack with changing regulatory and statutory requirements, in terms of Boards, Committees and individual Directors

Key duties and responsibilities:	<p>The postholder will assume full responsibility for performing and delivering the following:</p> <ul style="list-style-type: none"> • Maintaining, reconciling and ensuring accurate accounts (general ledgers) for a specific client allocation, in-line with policies, procedures and all relevant governing documents • Preparation of Management Account/Interim reports • Monitoring Cash balances and reconciliation of any discrepancies • Understanding, processing and reconciling complicated accounting transactions such as Partner Transfers, Capital Calls and Debt Restructuring • GAAP conversions for US GAAP/IFRS to LuxGAAP • Preparation of year-end financial reports • Mentoring new and existing staff members • Interacting with clients and auditors to ensure a smooth audit process and client satisfaction • Interacting with various internal departments • Preparation, review and filing of regulatory reports with local Luxembourg agencies (CSSF, BCL etc.)
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	<ul style="list-style-type: none"> Partaking in projects to approve efficiencies within the Fund Accounting department
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Technical skills	<ul style="list-style-type: none"> Minimum experience of 6 years within a Luxembourg Fund Accounting environment Working knowledge of LuxGaap accounting Private Equity and Real Estate experience an advantage Ability to work as part of a team and also on own initiative Good Communicator and facilitator Problem solving analytical skills Proven management of people Ability to communicate well and liaise with the Board at local level and group level as required Timely and with good organisational skills Languages: Fluency in English is required (French is desirable) Proficient in MS Office, particularly Excel
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Professional qualifications:	<p>Essential requirements ACCA qualified or equivalent with a minimum of five years experience</p>	<p>Desired requirements</p>
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For more information and to apply for this position please contact HR@Whitmill.je