

## Job Description

<b>Job Title:</b>	Finance and Administration Technical Team Coordinator
<b>Job Grade:</b>	7
<b>Office:</b>	AIM Guernsey
<b>Reports to:</b>	Finance and Administration Technical Team Manager/Leader

## Overall Purpose

To work with the Finance and Administration Technical Team Manager/Leader and Operational Executives to ensure correct prioritisation of work within the technical team.

### Principal Accountabilities

1. Supervising of work flow within the F&A technical team
2. Co-ordinate the team to meet deadlines.
3. Responsible for the delivery of a high-quality service, ensuring that all client service standards are met for the client base.
4. Production, review and authorisation of Management Accounts, Management Reports, Statutory Accounts and all other reporting requirements within pre-set time frames.
5. Assisting with deposits including observing mandates, investment guidelines and board requirements. Reviewing payments and receipts, monitoring cash and Letter of Credit requirements.
6. Supervising and reviewing investment reports and analysis, including controlling and reconciling investment management purchase and sale contract notes, portfolios and calculation of capital gains and losses.
7. Assisting with the production of budgets and forecasts in conjunction with the relevant client needs.
8. Liaising with auditors and service providers from time to time.
9. Implementing and achieving internal audit controls and legal compliance in respect of all captives.
10. Developing and maintaining knowledge of captive matters e.g. taxation, accounting standards etc.

11. Potential attendance at Board Meetings, including the presentation of accounting and investment matters.
12. Supervise F&A team on company secretarial and compliance matters, working with both teams to ensure accurate records of all matters arising at Board Meetings.
13. Follow the Office Procedures Manual, in particular in relation to check lists, supporting information, authorisations, sign-offs and time scales.
14. Awareness and compliance with the client's commitment to the Code of Corporate Governance as required under The Insurance Business (Bailiwick of Guernsey) Law, 2002. Awareness and compliance with the Companies (Guernsey) Law, 2008.
15. Familiarisation with Criminal Justice (Proceeds of Crime) (Financial Services Businesses) (Bailiwick of Guernsey) Regulations, 2007 and all other applicable laws and regulations.
16. Interaction with various people in a professional manner. Primary relationships to be developed and maintained are as follows:
  - Clients, client representatives and Board members
  - Auditors
  - Investment Advisors
  - Banks
  - GFSC and other regulatory authorities
17. Liaise with outsourced client accounting function in Bangalore ensuring deliverance of administration support to the team.

*N.B. This is not an exhaustive list and it is important for all staff to familiarise themselves with the Office Procedures Manual and apply the rules diligently.*

## **Experience**

Minimum of 3-5 years' experience within an accounting environment desirable.

## **Knowledge and Skills**

1. High degree of confidentiality at all times.
2. Supervisory and presentation skills.
3. Ability to use initiative, problem solve and be self-motivated.
4. Excellent all-round communicator at all levels, with a positive working attitude, enthusiasm and adaptability to change.
5. Good organisational and time management skills with ability to work to deadlines
6. Comprehensive working knowledge of accountancy, business and IT software.