

# SINCLAIR GIBSON

## JOB DESCRIPTION

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### TRUST FINANCE ADMINISTRATOR

Sinclair Gibson is a specialist firm of solicitors advising high net worth individuals on trust and tax law and related family law and litigation matters. There are seven partners, supported by a team of qualified solicitors, experienced fee earners and administrative staff. We are currently recruiting a Trust Finance Administrator, to work principally in a dedicated trust and estate administration team within the private client department, and on a limited secondary basis in the accounts team, which supports the firm as a whole. This is an excellent opportunity to gain experience in a niche private client practice, working with partners who are recognised as leaders in the field.

The preferred candidate will have accounting aptitude combined with administrative ability. They will have prior experience working in an office with direct client and third-party contact. It is fundamental that the candidate can demonstrate flexibility and initiative in working alongside private client and accounts teams. The role is technical in nature, requiring accounting and trust taxation knowledge, but on the job training will be provided in order to enable the necessary skills to be mastered.

The private client aspect of the role (being the main area of work for the successful candidate) will include assistance in the management of a complex portfolio of trusts, dealing with related tax, accounting and administrative work, as well as a significant degree of direct liaison with clients and other professionals. In addition to the private client work, the role will comprise an element of assistance to the firm's accounts team in the processing of banking transactions, to include client and office ledger management, purchase ledger management, supplier payment runs and bank reconciliations.

The successful candidate will ideally have the following skills and qualifications:

- STEP, Ilex, AAT or ATT qualified (or appetite to study towards a professional qualification, with some potential sponsorship from the firm)
- IT skills to include Excel, Word, Outlook and Laserform
- Competence with CCH Trust Accounts, Personal Tax and Norwel
- Good communication skills
- Attention to detail
- Excellent time management skills
- Well organised
- A calm approach to working under pressure
- A pro-active approach to work and ability to show initiative in problem solving
- An intelligent and clear thinking approach to work
- An appreciation of deadlines

- The ability to prioritise work and respond quickly in dealing with urgent requests.
- An excellent telephone manner in dealing with clients and professional contacts.
- A team player with a “can do” attitude.
- Self motivated with the ability to work on own initiative without close supervision.

### **Hours and place of work**

Sinclair Gibson is based in Lincoln’s Inn Fields close to Holborn tube station. Working hours will be 9.30 am to 5.30 pm, with one hour off for lunch. The office is open from 8.30 am to 6.30 pm, although there are often staff on site outside these hours.

### **Salary and bonus**

Staff are paid monthly on the 27<sup>th</sup> of each month or the nearest working day prior to that if the 27<sup>th</sup> falls on a weekend or bank holiday. The salary for this role is in the region of £30,000 to £40,000 depending on previous experience.

### **Holiday Entitlement**

Annual holiday entitlement is 25 days per year, which equates to 2.08 days per complete month of employment. The firm operates a long service reward scheme whereby additional days of leave are given after three years of employment.

### **Appraisals**

Appraisals for staff are held annually. These are an opportunity to review progress and set goals. It is recognised however that ongoing informal appraisals are important, and any comments staff may have relevant to the work and the work environment are welcome.

### **IT**

Microsoft Word, Excel, Outlook, Norwel, Filesite, Bighand digital dictation, CCH.

### **To apply**

If you would like to apply for this role, please email your CV **with a covering letter explaining your suitability for the post** to [recruitment@sinclairgibson.com](mailto:recruitment@sinclairgibson.com).

The closing date for applications is 30 November 2019.