



## **FORS LIMITED**

### **Trust Accountant**

FORS Limited ([www.fors.bm](http://www.fors.bm)), a local financial services company, located at 42 Reid Street, Hamilton HM11 requires the services of a Trust Accountant. Reporting to the Managing Director, the Trust Accountant will be responsible for a portfolio of client engagements which includes the preparation and completion of accounting files and financial statements and liaising with clients during the process.

#### **The Primary Duties and Responsibilities of this role include:**

- Accounting for a portfolio of client engagements
- Preparing files and issuing unaudited financial statements
- Preparing reports for clients and other information for meetings of beneficial owners, trustees and shareholders
- Liaising and communicating with clients, custodians, investment managers and trustees
- Assisting with training of new staff as required

#### **Job Specifications:**

- Professional accounting designation, e.g. CA, CPA, ACA required
- Investment accounting experience required
- Experience working with Advent Geneva is an advantage
- Minimum 2 years post-qualification accounting/investment experience in the trust or fund administration industry
- Working knowledge of Trusts is an advantage
- Ability to establish and maintain key client relationships is essential
- Strong multi-tasking and organizational skills are essential
- Ability to meet tight deadlines while maintaining a high level of accuracy, professionalism and confidentiality
- Strong written and verbal communication skills
- Ability to prioritize
- **Due to the nature of the business, the ability to work overtime as needed is required**

**All applications will be treated in the strictest confidence and all interested candidates should apply in writing detailing their specific experience in all the above areas and attaching a full resume to FORS Limited at [humanresources@fors.bm](mailto:humanresources@fors.bm)**

**Closing date: Friday, September 7, 2012**