



Trust and Tax Administrators

Hours of Work	9.00am - 5.00pm Monday to Friday Core hours of 35 per week
Benefits	27 days holiday 2 x salary life assurance Private Medical Insurance Permanent Health Insurance Pension Optional benefit
Location	Salisbury

The Team

Our Trust and Tax Administration Team comprises of a Legal Executive, Associate Solicitor and two paralegals and they are based in our Salisbury office. We are seeking to expand the team and are looking to recruit a senior and a junior.

Experience

For the junior position we are looking for either:

- someone who is about to finish their tax degree or who has recently qualified as an ATT or CTA and who is interested in joining the legal profession and working their way through the CILEx qualification; or
- a newly or recently qualified solicitor who has experience of Trust and Tax Administration and are enthusiastic about taking an ATT qualification.

For the senior role we are seeking someone who is a technical expert in this field.

For both roles candidates need to be intelligent, efficient, have good attention to detail and be able to take a practical approach.

Responsibilities

- Preparing and maintaining records for individual trusts
- Reviewing investment management reports and keeping records of performance figures
- Preparation of trustee policy statements
- Attending trustee meetings when required and taking minutes
- Preparation of basic tax returns
- Preparation and review of trust and charity accounts
- Drafting regular reports to trustees
- Inputting data into accounting/taxation computer programmes
- Preparation of trust corporation minutes
- Cash flow analysis and payment of trust invoices
- Provision of additional back up as necessary to the team