Job Specification

Job Title: Trust Accountant
Division: Trust
Full time / Part time: Full time
Location: Zurich

Rothschild & Co.

Rothschild & Co is one of the world's largest independent financial advisory groups. We offer a distinct perspective that makes a meaningful difference to our clients' business and wealth.

With a team of 3'400 talented financial services specialists on the ground in 40 countries across the world, we provide independent advice on M&A, strategy and financing, as well as investment and wealth management solutions to large institutions, families, individuals and governments. As a family-controlled business that has been at the centre of the world's financial markets for over 200 years, we can rely on an unrivalled network of specialists and are known for our track-record of outstanding execution in financial services.

Rothschild Private Wealth

At Rothschild Trust, we help entrepreneurs and families to safeguard their assets and to create their own legacy. We look beyond narrow legal and technical concerns, to help clients strengthen their business and family relationships. As a family-controlled firm for seven generations, we know the issues wealth owners must address and how to protect against what often goes wrong. This heritage shapes our advice today. Clients gain control and stability, while building a strong legacy for the future.

Click here for more information on Rothschild Private Wealth.

Overview of Role

The chosen candidate will work independently with a limited amount of supervision from more senior team members, generally on more routine accounting work and has occasional client and third party service provider contact. Ability to assume full accounting responsibility on cases with low to medium complexity or, in complex cases, with the support of the more senior team members

Responsibilities

- Prepares and finalises financial reports from standard to complex trusts and fiduciary structures, with varying levels of input
- Updating bookkeeping and maintaining timely accounting information in the system.
- Involvement in mandate specific transactions and communication with bankers, lawyers, accountants, agents and consultants in close coordination with the trust officer
- Understands the main commercial and business risks / opportunities within the mandates assigned, ensures high level of service

- Responsible for ongoing / routine risk assessment on own mandates and works on non-routine transactional (case) work in close coordination with the trust officer, manager, wealth planning and other relevant parties
- Identifies opportunities to improve work stream efficiencies relating to team functions

Education and Qualifications

- Bachelor degree in business related subject
- Studying for a professional accounting qualification such as ACCA is an advantage

Experience, Skills and Competencies Required

- A minimum of 3 years accounting experience, preferably in the private trust business or in the financial industry with a focus on asset management for private clients
- Deep understanding of accounting principles and strong analytical skills
- Experience preparing financial statements from bookkeeping records important
- Attention to detail a must, ability to follow directions meticulously, a keen learner and ability to apply knowledge across diverse mandate structures
- Distinctly reliable and precise, conscientious, professional with good demeanour and interaction with all persons
- Computer literate (MS Office)
- Strong communication skills / good team spirit
- A "can-do" attitude, seeking continuous service improvement, high quality standards
- Good verbal and written communication skills required in English. Other languages are an advantage