

**Job Title:** Trust Accountant  
**Reports to:** Departmental Manager  
**Location:** Leatherhead, Surrey

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**Core Function:** Rawlinson & Hunter LLP has a position for a trust accountant, preferably ACA, ACCA, CTA or STEP qualified, or qualified by experience to work in the Trust and Wealth Services Department. The key elements of the role are:

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**Key Functions:** The day to day work will involve a wide range of accounting skills including:

**Technical:**

- The preparation of trust accounts and trust tax returns for UK and non UK trusts and estates.
- The administration of these trusts, including liaison with trustees and other advisors.
- Preparation of accounts and tax returns for UK and offshore trusts, charities, estates and high net worth individuals.
- Preparation of tax pool computations for offshore trusts
- Administration of trusts, charities and estates.
- Preparation of trust and individual inheritance tax returns.

**Personal Specification:** The main criteria for any candidate applying for this position is a combination of strong trust accounting skills and sound onshore and offshore trust tax knowledge. The candidate will be able to demonstrate that they have worked in an environment where it is necessary to deliver accurate information on a timely basis.

The candidate should possess:

- Extensive experience in trust accounting and all aspects of trust taxation.
- Good communication and inter-personal skills
- Ability to delegate to and supervise junior staff
- Ability to work under pressure and in a deadline environment.
- Good IT skills and receptive to technology changes

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***About our Firm***

We are an international firm of Chartered Accountants with 16 partners and over 250 staff in the UK. We specialise in personal and corporate taxation and financial advice to international groups and private individuals from our offices in London and Surrey.

Our Firm was established nearly 90 years ago and ranks amongst the top thirty

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practices in the UK; we are the largest firm of Chartered Tax Advisers in the UK.

In addition to the UK offices, we have ten overseas offices employing in excess of 450 staff which have developed from the substantial amount of international work in which the Firm is involved.

We are an equal opportunities employer and pride ourselves on the increasing diversity of our workforce. We believe in the best person for the job.

For more information on the firm, visit our website, [www.rawlinson-hunter.com](http://www.rawlinson-hunter.com)