

Job Title: Assistant Investment Accountant  
Department: Trust & Wealth Services (TWS)  
Location: Leatherhead

## Your Opportunity and Role

Our Wealth Reporting team delivers regular investment analysis to individuals and families, consolidating their entire net worth, delivering information in a clear format, regardless of the complexity of their assets. Report types include wealth consolidation, investment performance, and expenditure analysis and management accounts.

By applying the same measurements, standards and independent valuations across the portfolio, the result is an impartial view, autonomous from the investment making process. Being committed to capturing information at the granular level is vital to see the whole picture.

Our clients are typically Ultra High Net Wealth (UHNW) individuals or families, each of whom are unique and receive a precisely tailored service.

Technical:

- Bookkeeping client accounts, managing the data capture process for investment manager and bank statements, through a variety of methods from manual posting to automated data interfaces.
- Responsibility for data integrity, performing the first reconciliation of bank records vs our systems. Working closely with our investment accountants, to sign off on client records on a daily or monthly basis.
- Assisting in the preparation of wealth reports, performance reports, expenditure analysis and management accounts, depending upon the client.
- General administration on behalf of clients, including cash flow analysis and raising payments. Day to day filing and archiving.
- Development of processes and procedures to accommodate changing client requirements.

## Requirements

The candidate will:

- Have previous bookkeeping or back-office experience
- Be able to demonstrate written and verbal communication skills
- Be well organised and able to manage different priorities
- Have the desire to always produce work of the highest quality on a timely basis
- Have strong IT skills
- Have the initiative to work independently or as part of a team
- Be interested in an accounting or investment career.

Areas that will differentiate the candidate:

- Experience with general ledger or investment software
- Experience within financial services, such as fund administration/accounting.
- Knowledge of more technical financial instruments, such as private equity or derivatives etc.
- Client service experience, especially with private clients.

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 websites, [www.rawlinson-hunter.com](http://www.rawlinson-hunter.com) and [www.rh-careers.com](http://www.rh-careers.com)