

JOB DESCRIPTION

Job Title:	Accounts Assistant
Team/Department:	Finance
Reporting to:	Finance Controller
Risk Reporting:	N/A
Remuneration:	Salaried and Discretionary Bonus
Position:	Permanent
Core Office Hours:	9:00am – 5:00pm
Location:	14 Cornhill
Effective Date:	May 2021

About LGT Vestra

Making a positive contribution to the world and a career in finance were once seen as incompatible. This is no longer the case.

Entrepreneurial

When we founded in 2008, in the midst of the global financial crisis, many financial institutions had become increasingly disconnected from their clients. Our aim was to offer a fresh approach to wealth management. The plan was simple: place our clients at the heart of our business, providing them with a service designed around what is right for each of them.

Our partnership with LGT, wholly owned by the Princely Family of Liechtenstein, means that we are one of the few global wealth management firms in private ownership. This enables us to build lasting relationships with our clients, making decisions for the long term.

Belonging

It is essential our people feel part of the team in whatever role they hold and a sense of belonging to the Firm itself. Our staff wellbeing and diversity committees, Enrich & #included, strive to enhance this inclusive culture, looking at how we can enrich employees' lives not only at work, but in our wider lives. Our culture of belonging reassures our clients that they are in safe hands, with a business that cares about them and where all our staff are treated with respect, integrity and personal accountability.

Values worth sharing

As part of our commitment to society at large, we support a range of sustainable initiatives focused on the environment and society, art, culture and sport.

- We champion innovative and pioneering projects such as Formula E, the motorsport series for electric cars.
- We support Centrepoin, the youth homelessness charity, and The Fore, which works with small charities and social enterprises.
- We have recently introduced the LGT Vestra Forest, planting a tree for every client who has already and will elect for paperless reporting; we are currently supporting reforestation projects in Kenya, Madagascar, Thailand and India.
- We ensure our investment universe complements our values, excluding investments in controversial weapons and thermal coal, and our Sustainable Portfolio Service invests in
- alignment with the United Nations Sustainable Development Goals.

Join Us

We want to continue building on our sense of belonging that truly inclusive groups of people can bring. If you want to start your career in a Firm where you can make a genuine, positive impact to the future of wealth management, we welcome you to join us.

"Through a shared set of values, we make sure that LGT Vestra fits into the world in a way that is positive."
Ben Snee, CEO LGT Vestra

You will join as part of the Investment20/20 programme. This will introduce you to investment management sector and you will gain industry knowledge, experience and develop relationships enabling you to progress your career. As part of the Investment20/20 programme, you will have opportunities to meet and network with over 180 trainees across the industry and participate in socials and insight events.

Salary & Benefits

Our traineeship programme is a permanent contract paying £25,000. You will receive 25 days annual leave. You will also be entitled to a 15% flexible benefits allowance on top of your salary. All roles are based in London.

Business Unit

Amazing opportunity to start your career in corporate Finance. to join the team The Finance department is responsible for all financial reporting for LGT Vestra. Financial reporting includes regular and ad hoc internal management information as well as statutory reporting to Companies House, HMRC and Financial Conduct Authority. The Finance department takes a lead role in enabling the senior management of the firm to deliver on the Group's strategy.

Brief Role Objective:

The core purpose of this role is to ensure that creditors are identified and paid in a timely fashion and all expenditure is accounted for correctly. As Accounts Payable Administrator, you will be processing invoices and payments each month for all three of firm's entities.

In addition, as Accounts Receivable Administrator, you will be partly responsible for ensuring that the firm's clients are charged the appropriate amount for the services that have been provided, which includes making ad hoc manual adjustments when needed.

Key Responsibilities:

Full training will be given:

- Be responsible for making regular payment runs ensuring suppliers are paid on time
- Code and input invoices into our Sage/Abacus accounting system, identify any prepayments to the Management accountant
- Process and reconcile corporate cards to receipts and uploading into Sage/Abacus accounting system
- Process employee's expenses for payment via the firm's online system, Concur
- Assisting with the quarterly fee process
- Perform the monthly bank reconciliations for each Firm bank account
- Undertake aged creditor review and reconciliation; highlight and reconcile any variances
- Assist with Management Accounting and VAT returns where necessary
- Respond to supplier and internal staff queries promptly and efficiently

Key Skills and Competency Requirements:

Other skills, competencies and attributes:

If you are an enthusiastic Graduate with a keen interest in embarking on a career in Corporate Finance and have the following attributes, we would like to hear from you.

- Good verbal and written communication skills.
- Good attention to detail and enjoys following processes and procedures.
- Has a helpful professional “can do” attitude and desire to deliver exceptional customer service.
- Well organised, presentable and professional.
- Good working knowledge of the Microsoft Office suite of products.

Key contacts:

- All internal staff of LGT Vestra
- Suppliers of goods and services to LGT Vestra

How to apply

Please apply with your CV and a covering letter. **As part of your covering letter, please answer the below questions in 250-300 words each.**

- What is the best way you believe that a Finance department can add value to a business?
- Tell me about a recent financial news story and why you found this interesting.

Your application must include the answers to these questions.

Apply online at: https://lgt.wd3.myworkdayjobs.com/linkonly/job/London/Accounts-Assistant_JR945

Successful candidates will be asked for two virtual interviews.

Key Dates:

Application open date: 27 April 2021

Application close date: 10 May 2021

Please note, due to the high number of applicants, if you have not heard from us one week after closing date your application has not been successful.

Key Regulatory Responsibilities:

Ensure compliance with the letter, spirit and expectations of applicable legal and regulatory requirements at all times (e.g. FCA, Money Laundering/Proceeds of Crime, Data Protection, Health and Safety), ensure conformance with LGT Vestra's best practice with regard to conduct, culture and other general business compliance control procedures.

Key Risk Management Responsibilities:

- Comply with the Firm's Compliance Manual and all other relevant policies and procedures

Disclaimer:

All statements are intended only to describe the general nature and level of work being performed by staff assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of staff so classified. Individuals will be required to undertake any additional tasks or duties that may be within their capabilities. LGT Vestra reserves the right to make amendments to the above in response to any material internal or external developments (e.g. market changes, new regulations, internal restructuring).