



Example of Trust Accountant Job Description

Powered by www.VelvetJobs.com

Our company is growing rapidly and is hiring for a trust accountant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for trust accountant

- Significant direct communication with clients legal counsel
- Perform invoicing, tracking and processing of payments for client bookings
- Perform contract analysis, data entry, filing, executive reporting on client bookings
- Provide back office support for talent management and sales team as needed
- Monthly Close Entries and Reconciliations related to management and integration Revenue Recognition
- Preparation and monitoring of Participations and Residuals Statements
- Interpret participant contracts and work with Business Affairs to ensure accurate terms are reflected on corresponding statement overview
- Interpret Feature Film ultimates and work with Finance to ensure proper calculations of participations and residuals
- Perform contract analysis, revenue recognition, and executive reporting on client bookings
- Proactively identify opportunities to continually drive further service improvements

Qualifications for trust accountant

- Ensure the timely preparation and administration of all Financial Statements for the Personal Trust Department
- To produce, review & monitor the timely production of Investment Trust PLC interim and final report and accounts to UK GAPP (AIC SORP) or IFRS standards

- Take the necessary corrective and preventative action to ensure all timetabled deadlines and quality standards are met – inclusive of staff holidays, appraisals, and disciplinary (as appropriate)
- Communicate professionally & effectively with other NT Departments, Trustees/Depositaries, Custodians, Auditors, Asset Managers and the non-exec Board members, ensuring that they are more than satisfied at all times
- To work closely with the wider Report & Accounts Team in London to continually assess the team's processes to improve efficiency, reduce risk or cost, to increase the satisfaction of our staff