

Ipes (Luxembourg) S.A.

JOB DESCRIPTION

TRAINEE/JUNIOR ACCOUNTANT

CORPORATE RESPONSIBILITIES

- To assist accountants with their client responsibilities
- To promote and support the aims of the Company
- To develop and maintain effective working relationships with colleagues
- To co-operate with colleagues to promote an open and supportive environment
- To carry out his/her duties in a careful and professional manner

OBJECTIVE & ROLE

The Junior Accountant will be expected to support the Accountants and the Manager – Accounting on an ongoing basis to ensure the efficiency of the Company is maintained. More specifically, to assist with the preparation of accounts and other related accounting activities driven by client needs.

DUTIES

These will include, but not be limited to the following listed tasks:

Key Responsibilities

- Promote excellent on-going relationships with colleagues.
Through on the job training and professional study gain an understanding of double entry bookkeeping and accounts production.
- Build effective relationships between individual team members.
- Manage workloads to ensure that the Company's required minimum chargeability is maintained
- Communicate any issues of concern to the Manager – Accounting
- Gain an understanding the Company's and Fund's documentation, the Accounting rules and laws, CSSF regulations and anti-money laundering regulations
- Gain an understanding of Soparfi's, SIF and SICAR accounting and reporting requirements

Production of Management, Interim and Audited Accounts

- Assist with the production of management, interim and audited accounts
- Assist with the bookkeeping process and maintenance of the ledgers
- Assist with the preparation of carried interest and other calculations in accordance with the fund documentation

- Assist with all aspects of accounting for clients including ad hoc queries
- Assist with planning of annual audits and liaise with fund accountants to establish timetables for the receipt of valuations and advisers reports and other relevant information
- Liaise with auditors to ensure a smooth and efficient audit process

KEY RESULT AREAS

The Junior Fund Accountant should demonstrate progress in understanding core accounting concepts with the ultimate goal of providing accurate well presented client deliverables within the agreed deadlines in accordance with the policies and procedures of the Company.

STAFFING SPECIFICATION

The following qualities/skills will be expected:

- Good communication skills.
- Good numeracy and analytical skills.
- Ability to work accurately under pressure.
- Ability to work as a team member.

TRAINING REQUIREMENTS

Train for a professional qualification and attend in-house training courses in accounting and private equity fund administration, and any other relevant external training courses to develop relevant skills.

TARGET VOCATIONAL QUALIFICATIONS

ACCA
ACA
ICAEW
ICAA
CIMA