



JERSEY FINANCE

VOICE OF THE INTERNATIONAL FINANCE CENTRE

Accountancy

Job Title	Salary	3 x A Levels or BTEC National Diploma	AAT Association Accounting Technicians	CAT Certified Accounting Technician	Degree (min 2:1)	CIMA Chartered Institute of Management Accountants	ICAEW Chartered Accountants in England and Wales	ACCA Association of Chartered Certified Accountants	Skills Needed at this Level
Accounts Clerk	£16,000		Be willing to work towards						<ul style="list-style-type: none"> - Positive 'can do' attitude - Commitment, motivation and ambition
Trainee Accountant	£21,500		Be willing to work towards						<ul style="list-style-type: none"> - Organisation - Initiative, the ability to act without constant direction, to assess situations and recognise what needs to be done
Graduate Trainee Accountant	£24,500						Be willing to work towards		<ul style="list-style-type: none"> - Ability to present arguments, produce reports, summarise findings in writing in a clear and focused manner - Attention to detail
Newly Qualified Accountant	£35,000								<ul style="list-style-type: none"> - Act as a role model with in the company - Ability to assimilate complex issues, tender projects, engages professional advisors and articulate results
Audit Manager - Accountant	£45,000								<ul style="list-style-type: none"> - Teamwork and leadership - Organisation and results orientation - Commercial awareness and a degree of understanding about the industry
Senior Accountant - Manager	£60,000						Either ICAEW or ACCA		<ul style="list-style-type: none"> - Ability to compose and deliver presentations - Ability to work on own initiative - Strong team player.
Partner Accountant	£100,000						Either ICAEW or ACCA		<ul style="list-style-type: none"> - Detailed understanding of key legislative and regulatory issues affecting the industry - Ability to evaluate the competition - Ensuring cash flow and long-term profitability
Head of Tax Advisory	£130,000						Either ICAEW or ACCA		<ul style="list-style-type: none"> - Achievement - Vision and strategy



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Banking (Retail)

Job Title	Salary	2 x A Levels or BTEC National Diploma	Degree (min 2:2)	CeFA Certificate for Financial Advisors or CeMAP Certificate in Mortgage Advice and Practice	STEP Society of Trust and Estate Practitioners	CIMA Chartered Institute of Management Accountants	IMC Investment Management Certificate	DipFA Diploma for Financial Advisors	ACIB Directors and Corporate Governance Diploma with the Associate of the Chartered Institute of Bankers	Skills Needed at this Level
Junior Cashier/ Trainee Clerk	£15,000									<ul style="list-style-type: none"> - Email management - Positive 'can do' attitude - Commitment, motivation and ambition - Attention to detail
Trainee Clerk	£17,000									<ul style="list-style-type: none"> - Planning and organisation - Ability to articulate in both written and verbal forms - Excellent customer service
Graduate Bank Officer	£21,000									<ul style="list-style-type: none"> - Awareness of factors that could affect the sector - Reliability - Passion for continued learning
Mortgage Advisor	£27,000									<ul style="list-style-type: none"> - Planning and organisation capability - Ability to identify issues and draw effective conclusions - Attention to detail
Department Supervisor - Mortgages	£30,000									<ul style="list-style-type: none"> - Project management - Confidence, poise and presence - Personal presentation
Senior Client Relationship Manager	£45,000									<ul style="list-style-type: none"> - Advance negotiation - Business development knowledge - High motivation and knowledge of regulatory and legislative matters affecting the industry
Branch Manager	£60,000						Need either IMC, DipFA or ACIB			<ul style="list-style-type: none"> - Ability to assimilate complex industry issues and articulate them to different audiences - Establishment and maintenance of company vision and direction and guiding principles - Persuasion and accountability
CEO	£150,000						Need either IMC, DipFA or ACIB			<ul style="list-style-type: none"> - Achievement - Vision and strategy



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Funds

Job Title	Salary	2 x A Levels or BTEC National Diploma	Degree (min 2:2)	ICSA Institute of Chartered Secretaries and Administrators	Certificate in Fund Administration or Offshore Administration	ACA Institute of Chartered Accountant of England and Wales (ICAEW)	ACCA Association of Chartered Accountants	Skills Needed at this Level
Receptionist	£18,000							<ul style="list-style-type: none"> - Excellent teamwork - Strong proficiency in Microsoft Office - Ability to articulate clearly in both written and verbal forms
Book-Keeper	£25,000			Be willing to work towards				<ul style="list-style-type: none"> - Excellent organisational skills - Team work - Good research and writing skills - Spreadsheet and data management skills (Excel)
Fund Administrator	£30,000			Be willing to work towards				<ul style="list-style-type: none"> - Positive 'can do' attitude - Commitment, motivation and ambition - Good communication skills - Customer liaison
Fund Accountant	£35,000			Be willing to work towards				<ul style="list-style-type: none"> - Ability to present arguments, produce reports, summarise findings in a clear focused manner - Analytical and problem solving skills
Senior Fund Administrator	£40,000			Either Certificate in Fund Administration, or ICSA, or ACA, or ACCA				<ul style="list-style-type: none"> - Strong organisational and administrative skills - Ability to keep within budget and present quarterly annual client accounts - An eye for detail
Manager: Fund Administration	£60,000			Either Certificate in Fund Administration, or ICSA, or ACA, or ACCA				<ul style="list-style-type: none"> - A value-added approach to delivering results - Experience in regulatory and legislative matters affecting the industry - Ability to work on own initiative
Manager: Fund Accounting	£70,000					Either ACA or ACCA		<ul style="list-style-type: none"> - Business vision and commercial awareness - Ability to draw effective conclusions and identify potential problems
Funds Director	£100,000					Either ACA or ACCA		<ul style="list-style-type: none"> - Achievement - Vision and strategy



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Insurance

Job Title	Salary	2 x A Levels or BTEC National Diploma	Insurance Foundation Certificate	Foundation Degree in Financial Services	ACII Associate of Chartered Insurance Institute	Skills Needed at this Level
Junior Administrator	£16,000					- Customer focused with ability to handle complaints and queries - Team work
Customer Services Agent	£18,000		Be willing to work towards			- Client handling skills - Sales skills
Trainee Broker	£20,000					- Numeracy skills and ability to deal with data including statistics, graphs, figures and budgets - Ability to articulate clearly in both written and verbal forms - Telephone and customer care skills
Broker	£26,000			Be willing to work towards		- Displays optimism but is practical and assertive - Ability to relate well to people and accept and value others Good at networking
Qualified Broker	£30,000				Be willing to work towards	- Strong organisational and administrative skills with ability to manage complex projects with predetermined timescale - Motivation and ability to encourage others whilst carrying ultimate responsibility
Senior Broker	£34,000				Part Qualified	- Analytical problem solving skills - Strong organisational and administrative skills with ability to manage complex projects dealing with multiple claims and work pressures
Director	£60,000					- Ability to sustain commercial value in a business - Establish a reputation leading to credibility with a board of directors/investors/owners - Corporate governance, laws and legislation
Managing Director	£100,000					- Achievement - Vision and strategy



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Law

Job Title	Salary	2 x A Levels or BTEC National Diploma	Professional Legal Qualification Legal Practice Course or Bar Vocational Course	Law Degree (min 2:1)	Jersey Institute of Law Course	English Barrister	Jersey Solicitor / Advocate	Up-to-date CPD Continuing Professional Development	Skills Needed at this Level
Trainee Legal Assistant	£18,000								<ul style="list-style-type: none"> - Integrity and honesty - Organisation and planning skills - Calm under pressure
Trainee Lawyer	£25,000								<ul style="list-style-type: none"> - Awareness of self and others - Good team player - Resourceful and instinct for right priority - Foresight
Legal Assistant	£36,000								<ul style="list-style-type: none"> - Application of experience and insight regarding others - Empathy and effective listening skills - Effective communication with all parties
Qualified Solicitor	£60,000								<ul style="list-style-type: none"> - Manages situations appropriately - Knowledge of regulatory and legislation matters
Qualified Advocate	£80,000								<ul style="list-style-type: none"> - Ability to integrate challenging, complex or ambiguous material from a wide range of sources - Set high standards for self and others
Senior Solicitor	£80,000								<ul style="list-style-type: none"> - Ability to anticipate problems and opportunities - Reflective and decisive - Excellent communication
Senior Associate	£95,000								<ul style="list-style-type: none"> - Application of experience and insight regarding others - Desire and motivation to be a partner - Willing to put in time and effort
Partner	£150,000								<ul style="list-style-type: none"> - Achievement - Vision and strategy



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Trust

Job Title	Salary	2 x A Levels or BTEC National Diploma in Business	Degree (min 2:2)	Certificate or Diploma in Offshore Administration	STEP Society of Trust and Estate Practitioners	ICSA Institute of Chartered Secretaries and Administrators	Further Professional Qualification (Legal / Accounting / Trust) with PQE Post Qualification Examinations	Skills Needed at this Level
Junior Trainee Administrator	£16,000							<ul style="list-style-type: none"> - Numerical and budgeting skills - Excellent interpersonal, communication and listening skills
Trainee Trust Administrator	£18,000			Be willing to work towards				<ul style="list-style-type: none"> - Strong team player - Ability to work on own initiative - Eye for detail
Graduate Trainee Trust Administrator	£22,000			Be willing to work towards				<ul style="list-style-type: none"> - Good time management - Creative and critical thinking - Enthusiasm and motivation
Trust Administrator	£25,000				Be willing to work towards			<ul style="list-style-type: none"> - Working knowledge of the core functions of the business - Effective delegation to the next layer of management
Trust Manager	£35,000						Be willing to work towards	<ul style="list-style-type: none"> - In touch with external trends that impact the business - Strategy and business planning
Senior Trust Administrator / Officer	£45,000						Be willing to work towards	<ul style="list-style-type: none"> - Sensing the competition - Developing a relationship with the board (advisors, directors etc.)
Senior Trust Manager	£65,000							<ul style="list-style-type: none"> - Establish and maintain company vision, direction and guiding principles - Responsible for strategic initiatives and alliances - Effective delegation to the next layer of management
Trust Partner	£110,000							<ul style="list-style-type: none"> - Ensure long term company satisfaction and image to the community - Confront problems as they arise



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HR

Job Title	Salary	2 x A Levels or BTEC National Diploma	Qualification from REC Recruitment and Employment Confederation	Commercial Experience	CIPD Senior Chartered Institute of Personnel and Development	Skills Needed at this Level
HR Administrator	£35,000					<ul style="list-style-type: none">- Familiarity with business software such as Microsoft Office- High level of confidentiality, interpersonal and customer-facing skills and attention to detail
HR Consultant	£50,000		Be willing to work towards			<ul style="list-style-type: none">- Excellent communication skills- Confident and positive attitude with ability to work under pressure- Good organisational, administrative and teamwork skills
HR Manager	£65,000				Be willing to work towards	<ul style="list-style-type: none">- Working knowledge of the core business functions- Connected with trade and other relevant associations- Using resources such as specialists, consultants etc.- Developing productive relationship with the board (advisors, directors etc.)
HR Director	£110,000					<ul style="list-style-type: none">- Outstanding commercial and strategic business insight- Diplomacy and negotiation skills- Tact and the ability to deal with difficult situations- Knowledge of UK employment legislation