



Collenette Jones

CHARTERED ACCOUNTANTS & FIDUCIARIES

TRUST ADMINISTRATOR

Collenette Jones is an independent Guernsey firm that specialises in the administration of Guernsey Retirement Annuity Trusts and discretionary trusts as well as providing the usual suite of accounting services to locally-based companies and individuals.

Due to the continued growth in the business, we are looking for a qualified administrator (STEP or equivalent) who has previous trust and accounting experience. Company secretarial experience would be useful, but not necessary. This role is full time (35 hours per week). The successful candidate will deal directly with clients, will report to the Trust Manager and Directors, and their responsibilities will include the administration of a portfolio of bespoke RATS, our multi-member RATS and other local trust work.

Our out-of-town offices offer a friendly, relaxed working environment, with easy parking. In addition, we offer a competitive salary and generous holiday entitlement (30 days plus bank holidays).

More information on our firm can be found on our website.

To apply please write or email, enclosing your CV and a covering letter, for the attention of Gareth Nicolle, Director, at the address below:

Collenette Jones

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