



Junior Trust Administrator

Practice Area	Private Client
Line Manager	Paulette Jones – Trust Manager
Hours	Full Time
Location	Hertford

About Longmores

Longmores is a progressive firm of specialist solicitors renowned for its professional yet personal service that has been advising businesses and individuals in Hertfordshire and across the country since 1819. All our solicitors and fee earners are specialists in their respective areas of law acting for a wide range of commercial, private, and public sector clients.

We are ranked in the legal directories Chambers UK and The Legal 500 and hold many accreditations including Lexcel, Customer Service Excellence, ISO9001 and Cyber Essentials. Everything we do is underpinned by our core values:

- Open and honest
- Working together
- Valuing people
- Taking pride in what we do

Find out more about the firm at www.longmores.law

About the role

The purpose of the role is to assist the Trust Manager in the general administration and compliance issues involved in trust management. The person appointed will be expected to demonstrate exceptional numeracy skills, whilst displaying attention to detail. Exemplary organisation, communicative and IT skills are essential.

The aim is for the successful applicant to join Longmores in April to assist the practice area and to start their development within the Private Client Team.

The ideal candidate will have the ability to handle a wide range of accountancy processes including tax returns, bank account maintenance, and other related tasks.

Skills, experience, and qualifications

In addition to the key responsibilities of the role below, the fitting candidate will be expected to be self-sufficient and able to prioritise their workload whilst maintaining a high level of confidentiality.

- Completion of various types of tax returns/certificates
- Dealing with all compliance elements of trust maintenance
- Record keeping/updating of trust records
- Preparation/opening of new Trust bank accounts and maintenance thereafter
- Review of files to ensure all compliance complete
- Update Tax Return Schedule Jan/July to establish tax due to HMRC, to include for other Fee Earners
- Payment of liabilities/cheque writing
- Collation of end of year information for accountants
- Well-developed IT skills including Microsoft Excel

About the person

- Friendly and approachable
- Numerically minded
- Strong verbal communicator
- Strong organisational skills
- An effective team player, combined with an ability to work under own initiative.

General requirements

Longmores Solicitors LLP is a long established but progressive 11 partner firm based in Hertford. Our private client practice area has a strong reputation both locally and further afield. Our aim is to recruit progressive, forward-thinking individuals who wish to be part of our growth and who share our core values. For further information about Longmores please see our website www.longmores.law

How to apply

Please email Su Turley, Head of Operations, at su.turley@longmores.law with your CV and a covering message explaining your interest in the role.