



Trust auditor

- Flexible working
- Salary £30k-£35k
- Benefit package

At Stonecot Trustees, we provide trust account services to travel companies.

We help our clients to protect their customers' money by holding it safely in one of our secure trust accounts. Then we release it back to them when they've delivered the holiday or at some other agreed time.

We're looking for someone friendly and reliable, with an eye for detail and data, to join our small growing team as a trust auditor.

The job in 2 bullets:

Oversee a portfolio of travel trust accounts. Manage client payment requests by carrying out detailed sample testing of booking data, reconciling bank accounts to booking systems, raising and resolving any queries before releasing payments back to the travel company.

Maintain our internal records. Keep our testing logs and documentation up to date. Prepare periodic reporting to regulators and other parties.

What would make a great trust auditor:

We're looking for someone who is positive and personable with a passion for customer service.

You need to be very good with numbers. We work with spreadsheets a lot, analysing data, so intermediate excel skills are a must.

You'll spend a lot of time conversing with clients on phone calls, video calls and email, so you'll need great verbal and written communication skills.

Audit or accounting experience would be useful, though not essential.

You'll need to be conscientious with an attention to detail and an enquiring mind, that enjoys solving problems.

Sometimes, you'll find errors or differences, so you'll need to be able to investigate them further by analysing the data and challenging clients for explanations. You'll have to judge when to escalate and you may even need to withhold payments if explanations don't make sense!

Finally, we're a small team, working largely remotely, so you'll need to be pro-active, able to manage your own time, work to deadlines and ask questions when you're not sure.

Benefits

In return, we'll provide the following package of benefits:

- A full-time equivalent salary of between £30k and £35k, depending on experience.
- A holiday allowance of 30 days per annum (full-time equivalent), not including public holidays.
- Flexible working hours. We're happy to consider part-time and willing to work around other life commitments like caring for children or relatives, school holidays etc.
- Flexible location. Most of your work will be carried out remotely, though certain projects may require occasional meetings in central London, or at client sites from time to time.
- Company contribution to your pension scheme at 5% of your salary.
- Life insurance cover.
- Access to a personal independent financial planning advisor for you and your family.

How to apply

If you're interested in applying, please send us your CV, along with a covering letter explaining why you'd be a great fit, to Amy Power at info@thettc.co.uk.

The process will involve up to two interviews, along with a test of your excel skills.

As an open and inclusive workplace, we want to make sure our recruitment process is fair and doesn't discriminate on any grounds. If you need any help with any part of our recruitment process, please don't hesitate to contact us and we'll do our best to accommodate any needs or address any concerns you might have.