

Martyn Fiddler Limited

Senior Company Administrator

Our Martyn Fiddler Isle of Man office has an exciting opportunity for a Senior Company Administrator to join our busy Client Services team.

About Us

Martyn Fiddler has over 40 years' experience in helping clients manage their aircraft and an extensive range of other high value assets including marine, art, property and investments.

We are renowned worldwide for our services with unrivaled in-house capabilities to identify challenges and provide bespoke solutions for aircraft and asset owners. We specialise in Europe-an and UK ownership, taxation, and customs. Our clients benefit from the experience, training and expertise of a dedicated business team working together on solutions which save our clients time and expense.

Our in-house tax advisors provide our clients with independent, indemnified VAT and tax advice whilst our experienced group legal counsel and compliance teams work with our clients to ensure the highest standards are met. Full management for each client is provided by a specialist team of administrators. Together they are committed to ensuring each business solution complies with corporate, regulatory and tax legislation.

At Martyn Fiddler we believe that building trust creates loyalty, being creative drives innovation, and working hard while having fun brings growth and success. Our business is all about relationships: with clients, partners, employees, suppliers and our community. This vision and our company values form the basis of everything we do.

About You

You will have proven experience of working within a regulated environment for a Corporate Service Provider and confidently manage a portfolio of asset-owning companies.

You can communicate effectively at all levels and approach your work with organisation, initiative, and resilience. You are driven to continually expand your knowledge and develop your skills, contributing positively to team and client success.





Full time &
permanent



09:00 - 17:00
Monday - Friday



Competitive
salary

Duties & Responsibilities (to include but not limited to)

We are looking for a Senior Company Administrator who can:

-  Professionally administer a portfolio of asset owning companies many of which are VAT registered.
-  Ensure Martyn Fiddler policies, procedures and operational standards are followed and met, FSA regulations and standards are adhered to and that company law, VAT regulations and asset specific rules are complied with.
-  Work in a supportive, inclusive and respectful way to ensure the Company's aims and ambitions are met. Collaborate with other members of the Client Services Team and other departments to achieve this.
-  Stay up to date with latest legislation and best practice in relevant areas.
-  Involvement with onboarding new business, incorporations, dissolutions, liquidations, annual returns, IOM Beneficial Ownership register, Economic Substance reporting.
-  Communicating, advising, and liaising with clients, private offices, intermediaries, banks, government departments and registries, and lawyers, whilst working to achieve the aims and intentions of client companies in a compliant manner.
-  Review of future intentions and planned transactions, documents and agreements, and liaising with tax advisors and lawyers to receive formal advice and opinions.
-  Arranging board meetings, presentation of facts to directors, preparation of company minutes. Perform monitoring, risk assessments and company reviews, maintain company records.
-  Open and maintain bank accounts, create and verify payments, prepare and issue client company invoices and liaise with accountants and bookkeepers, prepare and distribute Martyn Fiddler invoices and credit control.
-  Attend training events and further develop relevant knowledge and skills.
-  Participate in other relevant work as requested by the company.



Company Benefits

From your first day you will receive...



25 days Annual Leave



All Isle of Man Bank Holidays



Parking or Go Platinum Travel Pass



Flexible Christmas working



Day off on your Birthday



Generous length of service holiday reward

Upon successful completion of your probation period you will receive...



Private Medical Insurance
(Including optical & dental)



Death in Service Policy
(4 x annual salary)



Company Pension Scheme
(employer contribution at 6%)



Discretionary Annual Bonus



Enhanced Company Family
Leave Scheme



Holiday Purchase Scheme



Flexible working

For more information and to apply please email
HR@martynfiddler.com

