

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.

The chosen candidate will be responsible for administering a portfolio of asset owning companies. The role will include organising CDD collection, incorporation, VAT registration, day to day administration, invoicing, liaising with the client accounts team for bookkeeping and the production of annual financial statements, and ultimately dissolve or liquidate the entities. The role will also include working closely with our accounts and compliance departments as well as the management and directorial teams.



Full time  
& permanent











09:00-17:00  
Monday - Friday



Competitive  
salary

## Duties & Responsibilities

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.

*This job description is not prescriptive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post-holder.*

## Company Benefits

From your first day you will receive...



25 days Annual Leave (pro rata)



Flexible Christmas working



All Isle of Man Bank Holidays



Day off on your Birthday



Parking or Go Platinum Travel Pass

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 4%)



Discretionary Annual Bonus



Enhanced Company Family  
Leave Scheme



Holiday Purchase Scheme



Hybrid Working Policy

For more information and to apply please email  
[HR@martynfiddler.com](mailto:HR@martynfiddler.com)

