

Martyn Fiddler Aviation Ireland Limited

Senior Company/Trust Administrator – Aviation & Yachting

Martyn Fiddler Aviation Ireland Limited has an exciting opportunity for a Senior Company/Trust Administrator - Aviation & Yachting to join our busy Client Services team. Liaising with and supported by our head office in the Isle of Man, this position will be based entirely in the Republic of Ireland.

About Us

Martyn Fiddler has over 40 years' experience in helping clients manage their business aircraft and an extensive range of assets.

Renowned worldwide for our services, we have unrivalled in-house capabilities to identify issues and provide bespoke solutions for business aircraft owners and operators. Specialising in EU Import and Export, Taxation, Aircraft Ownership and UK APD, our clients benefit from the experience, training and expertise of a dedicated business aviation team working together on solutions which can save the client 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, aviation and tax legislation.

At Martyn Fiddler we believe that building trust creates loyalty, being creative drives innovation, working hard and 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

The chosen candidate will administer a portfolio of asset owning companies, with responsibility for each company, including organising CDD collection, incorporation, VAT registration, acting as a Director on each company, company secretarial duties and filings, 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 in the Isle of Man.





Full or Part time (TBD)
& permanent



Flexible (TBD)
Monday - Friday



Competitive
salary

Duties & Responsibilities

We are looking for a Senior Company/Trust Administrator- Aviation & Yachting who can:

- Ensure Martyn Fiddler policies, procedures and operational standards are followed and met.
- To ensure Department of Justice 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 manner 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, 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



Generous length of service holiday reward



Day off on your Birthday

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



Employer contribution to private pension at 5%



Discretionary Annual Bonus



Enhanced Company Family Leave Scheme



Holiday Purchase Scheme



Flexible working

For more information and to apply, please email your CV and covering letter to HR@martynfiddler.com











Person Specification





Senior Company/Trust Administrator – Aviation & Yachting

Experience & requirements

Essential

-  Must be a permanent resident in the Republic of Ireland.
-  Previous experience of working at a high standard administering VAT registered companies with the expertise to comply with the Company's regulatory environment, company law and VAT requirements of Ireland.
-  Previous experience of working with Government bodies, banks, lawyers, and UHNWIs.
-  Excellent communication and organisational skills, and proven track record of working independently to achieve deadlines.
-  A proactive and resilient approach to work.
-  Be fluent in written and spoken English.
-  A team player who always demonstrates a good sense of humour.
-  A willingness to undertake further training and continual personal development.

Desirable

-  An understanding of business aviation and yachting.
-  A second language would be an advantage.
-  Experience of working in a similar role/environment would be advantageous.
-  Experience of working with customers in a hospitality or retail setting.

