



MARTYN FIDDLER

Senior Client Services Administrator

August 2026

Person Specification *Experience & Requirements*



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Essential

- ✦ Previous experience of managing a client portfolio within a regulated Trust and Corporate Service Provider, with full ownership and accountability for client structures and relationships. Training on the specifics of aviation, yacht and VAT administration will be given.
- ✦ Demonstrated ability to work autonomously, applying sound professional judgement to resolve problems and communicate clear, decisive solutions, escalating where appropriate.
- ✦ Strong communication and organisational skills, with a proven track record of working independently to consistently meet deadlines, prioritising tasks and managing own workflows.

- ✦ An enthusiastic, proactive and adaptable approach to work.
- ✦ Self motivated with a willingness to undertake further on the job training and continual personal development.

Desirable

- ✦ An understanding of business aviation and/or yachting.
- ✦ An understanding of the VAT applications and regulations.
- ✦ A second language would be an advantage.



Get in touch

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