



MARTYN FIDDLER

Senior Client Services Administrator

August 2026

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



MARTYN FIDDLER

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 European 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



Attractive Salary & Benefits Package



Est. 1984

Duties & Responsibilities

(to include but not limited to)

We're looking for a Senior Client Services Administrator who can:

- Manage and administer a portfolio of corporate entities, many of which are aircraft or yacht holding.
- Act as a key point of contact for clients, intermediaries, government departments, registries and stakeholders.
- Maintain statutory records and carry out all company secretarial duties including company incorporations/dissolutions, regulatory and statutory filings, completion of annual returns, arranging and attendance at board meetings, preparing minutes and resolutions.
- Complete VAT registration/de-registration, review VAT returns, liaise with tax and customs advisors.
- Review of transactional documents and agreements, coordinate legal advice and opinions.
- Open and operate company bank accounts including creating, verifying and authorising payments in accordance with internal payment procedures.
- Assist with onboarding new business, carrying out customer risk assessments and review of CDD, perform ongoing compliance and transaction monitoring.
- Responsible for monitoring and controlling client WIP, raising invoices and support debt collection.
- Stay up to date with latest legislation and best practice in relevant areas. Attend training events and further develop relevant knowledge and skills.
- Support team members during periods of leave and assist with training where appropriate.
- 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.
- Assist with any other relevant matters as requested by the company.



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Company *benefits*



MARTYN FIDDLER

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)



Company Pension Scheme
(employer contribution at 6%)



Enhanced Company Family
Leave Scheme



Flexible/Hybrid Working



Discretionary Annual Bonus



Holiday Purchase Scheme

At six months, you will receive:



Death in Service Policy
(4 x annual salary)

For more information and to apply please email recruit@martynfiddler.com Est. 1984

Company *values*



MARTYN FIDDLER

Our team created our values.

We're building a business that thrives for the long term, one where every person can bring their best self to work, knows what's expected of them, and trusts what they can expect from their colleagues. We've defined three values that guide how we work together as one unified team. These values aren't just words, they're the foundation for how we collaborate, make decisions and succeed together.

Caring

We support and value each other. We promote wellbeing through creating a workplace where everyone feels respected, included, appreciated and safe.

For our clients: every interaction with Martyn Fiddler is designed to feel personal and effortless because everyone's peace of mind matters. We go beyond service to create experiences that delight and elevate every touchpoint.

Self-Responsible

We promote an environment where everyone takes ownership and is accountable for their own actions, decisions and results. We learn from both success and mistakes. We are proactive, driven, and reliable in what we do, always displaying the highest level of professionalism.

For our clients: we listen, learn and stay curious when interacting with our network and contacts. The best solutions come from understanding their needs and what matters most to them. Clients' goals shape our advice, every time.

Open

We communicate with each other with trust, honesty and transparency, encouraging collaboration and adaptability to change.

For our clients: our success is built on trust and long term relationships. We are committed to being more than advisers, we are partners who deeply understand our client's world, and anticipate their needs.

Be more you!



Get in touch

recruit@martynfiddler.com

martynfiddler.com