



JOBSTREAM®



## Company profile

### Customer service

The focus of our business is providing the best service to our customers. We are dedicated to ensuring that what we provide is what our customers need, solving the problems that they are facing at all levels of their business. Making Jobstream, delivering Jobstream, and helping our customers to be successful using Jobstream is what we do, and it's all we do – no distractions. But don't just take our word for it; the quality of our service and our dedication to our relationships is evidenced by our strong client references.

### Proven and reliable

Jobstream Group was founded in 1993 and grew out of direct experience of the practicalities and needs of trust company and financial services business. Our software was designed from the ground up to solve the problems that hurt the most. The quality of service we are able to provide to our customers is founded on this experience of the industry and, whilst we have grown steadily, we have also been able to provide the same products and services, to the same people, in the same industry, since 1993. This thread of continuity and reliability has enabled some customers to work with us throughout, whilst we have grown and maintained a global client list of over 60 customers.

Jobstream Group is the leading independent specialist provider of software to the offshore financial services industry.

This brochure will tell you why.

# Company profile

## Investment

Of course, the problems faced by financial services providers in 1993 are not the same as those posed now. As our customers grow, and as the requirements of their business change, so we are committed to developing our products and services to meet their demands. We invest heavily in continually progressing our software in partnership and consultation with our customers, and we share the benefit of this investment with our customers who have, in turn, invested in us. All customers receive one or two major updates to the software each year.

## Quality

The quality of our service and the quality of our product could not be achieved without there being great people making it all happen. And we believe that we have the best staff in the business. Being based in Cambridge allows us to take advantage of the high standard of people available in this area – indeed, many of our staff are graduates of the University of Cambridge. We encourage our staff to develop their knowledge further, both in technical areas (for example, our QA staff study the ISEB courses) and in our customers' domain (for example, all staff are given the opportunity of taking the ICSA courses).

'They are focused on meeting our comprehensive offshore and onshore needs and provide truly outstanding service'

Owen Lynch, Director, Capita Fiduciary Group



## Software overview

### What is Jobstream?

The Jobstream software suite is designed to support the specialist accounting and administration requirements of financial services providers, specifically offering full statutory records and accounting support for trusts, companies and private clients in numerous jurisdictions.

All administration, accounting and practice management functions are accessed via a single application, reducing data entry, eliminating duplicated effort, and saving time.

**‘I am confident that our investment in Jobstream provides us with a solid foundation for future growth.’**

Paul Kerins, Head of IT, Maitland Group

### Low-risk migration.

Get off to a good start.

You may already have a system. If you do, you’ll have invested a huge amount of time and effort in building it and using it. We appreciate that, so we have developed a low-risk, tried and tested methodology for migrating data, process and staff to Jobstream from existing systems.

This methodology – incorporating data analysis, business process analysis, data mapping, data transfer, system configuration, user training, and parallel running stages – has been developed from our experience of successful migrations from many competitor systems.

The exercise is also cost-effective. We firmly believe that switching from another system should not be a significant hurdle, whether for technical, practical, or financial reasons. It matters to us, because this is the first and, perhaps, most important part of our relationship with you.

### Connected data.

Get what you want, out.

Accessing, consolidating, querying and reporting data are vital to making the most of information resources. Jobstream’s integrated design means that the administration modules, the accounting modules, the investment modules and the invoicing modules all use the same database, so complex, customisable and accurate reporting and analysis is at your fingertips, which means that you get the information you want and need. And because Jobstream uses the industry-standard Microsoft® SQL Server platform, integrating information with data from other sources is also straightforward.

It’s not just about getting information out though—getting information into the database from other sources can also be a massive timesaver. Jobstream Group is highly experienced in interfacing and data transfer, with a wide range of experience and tools that have been used successfully on many occasions, in both one-off and ongoing situations, which means our customers spend their time using their data, not creating it.

# Software overview

## Advanced, powerful and customisable workflow.

### Making your job easier.

Jobstream has built-in workflow systems that use knowledge, both ours and yours, to ensure that business processes are followed simply and precisely.

Wizards and interfaces make it easy to enter data completely and correctly, whilst Jobstream's modular design allows staff to work in context: accountants can work solely with the accounting ledgers, without the distraction of statutory details, whilst client administrators are insulated from the accounting information, allowing them to focus on getting

on with managing their clients. User and client tasks are managed and prioritised with event reminders, popping up when they become due, and can be grouped into appropriate processes using checklists.

Bulk functions are used to quickly and thoroughly update all relevant information when, for example, a member of staff leaves a trust company, requiring a global resignation and replacement of that person's directorships.

Perhaps most powerfully, Jobstream has a built-in 'change-driven' model that ensures that when data is changed, or particular actions take place, the relevant documentation – such as statutory forms when a company officer resigns – is automatically produced. The rules for this model are totally customisable and flexible, allowing the system to be adapted to specific business requirements.





### Reliable software.

#### Built on firm foundations.

Jobstream Group has been successfully developing Jobstream and delivering software and services to the financial services industry continuously for over 15 years, a history of reliability that is unbeaten in the market.

The reliability of the software is underpinned by our dedication and commitment to quality assurance processes. Jobstream is a robust system. This robustness is extended by our use of the industry-standard Microsoft SQL Server database platform, used worldwide as the preferred technology for business enterprise applications.

### Easy to learn.

#### A simple user interface.

A big advantage of an integrated system is that, wherever the user is in the software, and whatever they're doing, they use a consistent, simple user interface.

This holds true for Jobstream. Users encounter familiarity, simplicity and reliability, because actions are always the same, shortcut keys are always the same, and buttons are always in the same place.

Users also don't need to switch continually between different applications as they perform their standard daily tasks, and don't need to hunt around in different places trying to find the information they're looking for—everything is right there in Jobstream.

### A central system.

#### Do more, more efficiently.

The design of Jobstream is such that all information is in one central, easily accessible location. Built-in relationships between different areas of the database mean that, for example, one change to a share price will update all relevant investment portfolios, one change to a person's address details will update all contact information for all relevant companies and/or trusts, and so on. Meanwhile, the opportunity to interface with external data sources (banks, investment feeds, etc.) can significantly reduce the time taken to update the system with this information.

This means that, not only is duplication of effort reduced or eliminated, you can also be confident in the quality and accuracy of your data.

'We have worked with them successfully over many years, and they have had a significant influence on the way we manage our business.'

Paul Wojciechowski, Director, New World Trust

# Software overview

## The bottom line.

### Cost benefits of Jobstream.

Jobstream can greatly impact your bottom line. Using a single, integrated, specialised system can greatly reduce the effort and expenditure involved in carrying out your day-to-day tasks. This is illustrated by this comparison between using Jobstream and adopting a purely manual approach for the work involved in three common responsibilities for a simple company.

ACTIVITY	MANUAL (mins.)	JOBSTREAM (mins.)
<b>PROCESS 1: STATUTORY EVENT (e.g. share issue)</b>		
Retrieve client file	5	1
Update client file	15	15
Produce and print share certificates	10	2
Retrieve document template and appropriate precedents templates	5	0
Update minute document with meeting information and client details	15	5
<b>PROCESS 2: ANNUAL RETURN PRODUCTION</b>		
Retrieve annual return form	5	0
Find relevant information from client file	15	0
Enter information on return form	10	1
Print and check details	5	5
<b>PROCESS 3: ACCOUNTING</b>		
Record portfolio trades	10	10
Bookkeeping for investments and general ledger	45	15
Calculate gain and loss on investments	20	2
Calculate end of year balances	10	1
Prepare and print accounts	120	30
<b>Total time for company</b>	<b>290</b>	<b>87</b>
<b>Time saved per company</b>	<b>203 mins</b>	
<b>Total time saved for 100 companies</b>	<b>338 hours</b>	
<b>Chargeable time saved (at £50/hour)</b>	<b>£16,900</b>	

Note that these figures are estimates, based on our experiences, and are for illustration only. Jobstream Group makes no commitment that Jobstream will deliver these results.



## Key features

‘We have found Jobstream to be reliable, supportive and efficient over the last 8 years, helping us to achieve a resilient and scaleable platform for growth.’

Julie Coward, Director, Basel Trust

### Company and Trust Administration

Jobstream pulls all of the relevant information for your trusts, companies and other clients into one easily accessible place, allowing administrators to respond to queries quickly and accurately. Contact details with full address history are recorded for all of the people and organisations that are linked to your clients, and Jobstream’s automated forms and minutes production ensures that statutory filing is kept correct and up-to-date for major jurisdictions worldwide.

Client documents can be recorded directly on the system for easy reference and retrieval, whilst the entire “Know Your Client” process can be tracked and managed — identity and address verification actions and documents are recorded against people and organisations, whilst the Events module provides task reminders and an audit history of actions done.

### Client Accounting and Investment Portfolios

Jobstream is designed to provide all of the complexity required for offshore trust and company accounting whilst still making it straightforward for administrators to carry out standard bookkeeping tasks. Each client on the system can have a full set of accounts, with complete support for Profit & Loss and Balance Sheet in multiple currencies.

The investments and assets of each client can also be recorded, with integration to the underlying ledgers. Jobstream’s Portfolio Administration module provides a full investment ledger (including automatic accounting for complex bond interest calculations and accruals), whilst the optional Fixed Assets module allows property, artwork, yachts and other assets to be registered — again with automatic accounting (including depreciation calculations).

Detailed, presentation-quality accounts and financial statements are produced using Jobstream’s dedicated accounts production module – the Financial Reporting System. This works on a template basis and links with Microsoft Excel to allow accounts, including full notes to the accounts, to be produced to your own design for almost any entity.

# Key features

## Time Recording, Invoicing and Client Management

Maintaining the accounts and records of your clients is one thing, tracking the information required to run your own business is quite another. Management functions are a major facet of the Jobstream system: its office accounting support includes comprehensive debtor, creditor and disbursement functions, whilst the Time Recording module allows detailed, accurate recording of work done, with easy creation of invoices for this work via the Billing module. The Billing module itself is flexible enough to allow you to create billing schemes of almost any shape – including time, disbursements, fixed fees and ad-hoc items – to almost any schedule.

The Time Recording module isn't just a cog in the invoicing engine, however. Time can be recorded as chargeable or non-chargeable, and comprehensive banding of charge-out rates for the fee-earner and the type of work allow detailed analysis of client profitability.

## Interfaces and Feeds: Reduced Data Entry

Jobstream users can boost their efficiency and service levels thanks to links with leading financial information service providers, including Bloomberg® and Financial Times Information. These optional information feeds allow Jobstream users to avoid the expensive, tedious, and impractical manual data entry of prices and other information. The feeds—for exchange rates, security prices and dividend information—not only improve accuracy and efficiency, but also enable more up-to-date information to be provided to clients.

We try to avoid unnecessary data entry in other areas too. We have developed several interfaces that can be used to automatically post accounting and investment transactions into Jobstream from external systems, whilst Jobstream's core investment modules are integrated with the accounting modules, so transactions are automatically reflected in the relevant ledgers. Your users save time and effort, allowing them more time to provide top quality service to your customers.

## Flexible Reporting and Document Production

Getting the data out of the system is at least as important as getting it in. With this in mind, Jobstream provides a series of reporting options, supplying both standard and bespoke query functions.

Jobstream's standard reports set covers the typical reporting requirements of users of each module, with considerable flexibility over the options used to restrict reports for analysis. All reports can be exported into standard formats, including Microsoft Word, Microsoft Excel and PDF.

Jobstream's standard reports can't cover every eventuality, so we provide three methods of creating custom reports: the Standard Documents System links with Microsoft Word and is ideal for creating client reviews, form letters and other client correspondence (in fact, we use it for Jobstream's invoice production); the Financial Reporting System links with Microsoft Excel and is designed to allow users to produce presentation accounts for any company or trust in any jurisdiction, in the format they require; and optional Custom Report Linking allows Jobstream users to harness all of the reporting functionality and flexibility of Crystal Reports®, the industry-standard report writer, and to link their own reports directly into the Jobstream user interface.



### Address Book

- Record comprehensive contact details for people and places
- See, at a glance, all of the roles, responsibilities and relationships of an individual or organisation
- Ensure accuracy of important statutory information by linking to a single, verified record

### Client Database

- Store comprehensive statutory details of your managed trusts, companies and private clients, for all major jurisdictions
- Produce statutory documents accurately and punctually
- Group client entities by user-defined criteria for security and reporting purposes

### Compliance (optional)

- Record identity and address verification actions and documents against people and organisations
- Cross-reference individuals and entities to see the status of all people linked to a trust or company
- Create risk profiles based on activity, area of operation, source of funds and other attributes

### Documents

- Ensure safe custody of all client-related documents
- Link records to scanned images or electronic copies for quick and easy reference
- Transfer and loan documents between in-house depositories and third parties

### Minutes

- Use a single, easily accessible list of precedents for resolutions, and create resolutions automatically when relevant actions are performed in the Client Database
- Extract statutory data directly from the Client Database and Address Book records
- Maintain a full and accurate history of minutes and written resolutions for each client

### Client Accounting

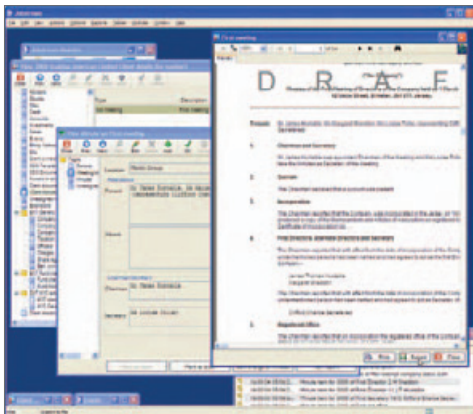
- Complete charts of accounts for trusts, companies and other entities, with full multi-currency support
- Period end rollover routines including batch revaluation and close period processes
- Produce presentation-quality financial statements to your own design and specification

### Portfolios

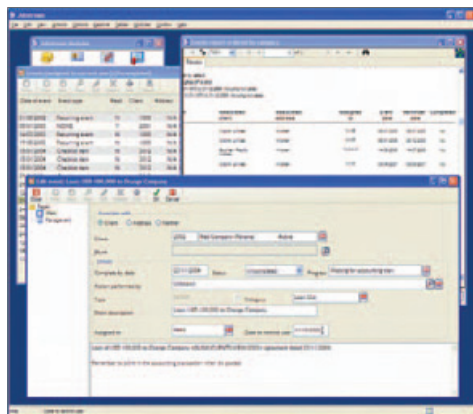
- Centralise the list of securities to ensure that market prices are consistent across all portfolios
- Automated and comprehensive accounting support for multiple investment transaction types
- Produce portfolio valuations and investment schedules

### Fixed Assets (optional)

- Register details of property and tenants, artwork, yachts and other assets
- Automatically account for acquisition and disposal, revaluation and depreciation



Minutes and other statutory documents can be produced quickly and easily from Jobstream's Client Database, populated with precedents based on your own templates.



Workflow is built-in to the system. User and entity tasks are managed with reminders, and can be grouped into business processes using checklists.

# At a glance

## Loans (optional)

- Record loans between managed entities, and between entities and external lenders and borrowers
- Automatically account for standard loan operations, including interest accruals and payments

## Events

- Remind users about required actions and occurrences
- Generate an audit history of file notes, actions, meetings and data changes
- Manage entry and maintenance of statutory and accounting data

## Checklists

- Group events into checklists to manage ad-hoc business processes
- Create checklist templates for common processes

## Office Accounting

- Multi-office accounting with consolidation support
- Sales and purchase ledgers, automatically integrated with client-side accounts
- Reduce effort and increase confidence by using integration with Billing module

## Time Recording

- Enter timesheets quickly on the system as you work
- Multiple charge rates for each fee earner, work type and job
- Comprehensive and flexible management reporting for WIP and client profitability analysis

## Billing

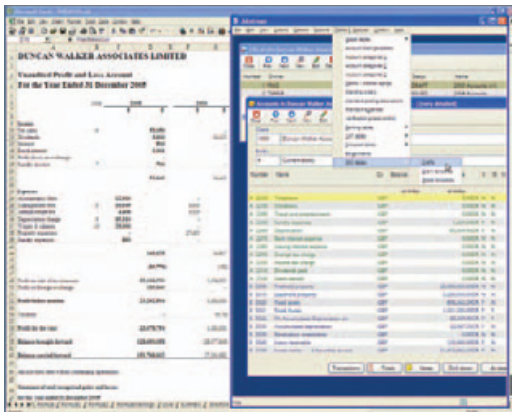
- Create custom billing schemes to closely match your workflow
- Invoice clients in detail based on templated or one-off fees, disbursements and time
- Automatically generate accounting transactions in the office and client accounts

## Utilities

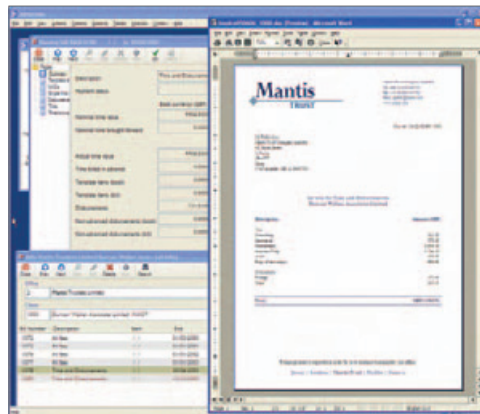
- Protect and monitor every action in the system to guide users through their tasks and ensure security of sensitive data
- Configure and extend your system according to your own specific requirements using Jobstream's unique Custom Systems Technology

## Reporting

- Produce Microsoft Word documents for forms and letters to your in-house style using the Standard Documents System
- Generate presentation-quality financial statements and interim spreadsheets in Microsoft Excel using the Financial Reporting System.
- Create ad-hoc analysis reports to your own requirements using Crystal Reports and link them into Jobstream with optional Custom Report Linking



Jobstream has full support for trust and company accounting, from bookkeeping against a standard chart of accounts through to production of presentation-quality financial statements and final accounts.



Create invoices singly or in batches according to your own schemes and schedules, to include chargeable time, disbursements and fee items. Invoices are printed using your own template layouts.



**For more information on Jobstream**

**[newbusiness@jobstream.com](mailto:newbusiness@jobstream.com)**

**+44 (0)1223 433 900**

**[www.jobstream.com](http://www.jobstream.com)**

**Jobstream Group plc**

PO Box 30  
St John's Innovation Centre  
Cowley Road  
Cambridge CB4 0AJ

Tel: +44 (0) 1223 433900

Fax: +44 (0) 1223 433901