

## **Trainee Trust Administrator**

### **Summary**

Under the supervision of the relevant Manager and/or Director, help ensure the smooth running of, and provide administrative support to a small department.

### **Accountabilities**

- Assist with the day to day administration of variety of trust and company structures including account opening, payments (using Internet banking systems), invoicing and reconciliations, in addition to liaison with bankers and brokers.
- Assist with general administration, including the maintenance of accurate records, preparation of minutes and reconciliation of investments accounts.
- Provide administrative support to a team of Administrators including tasks such as filing, scanning and photocopying.
- Preparation of standard correspondence as directed or required, in an accurate and timely manner.
- Ensure compliance with appropriate internal, professional and regulatory standards, including those of the Guernsey Financial Services Commission ("GFSC"), and ensure that appropriate Anti Money Laundering procedures are adhered to at all times.
- *Ad hoc* duties as and when required, appropriate to the nature and responsibilities of the role.

### **Requirements**

- GCSEs or equivalent at Grade C/4 or above, including Maths and English are required. Further professional study will be expected.
- Good organisational skills and the ability to deal with high volumes of work, sometimes under pressure, whilst maintaining a professional manner.
- A high level of confidentiality is required at all times.
- A working knowledge with proprietary office software systems would be useful.
- The ability to communicate effectively, both verbally and written, to build mutually beneficial, professional relationships with clients and colleagues.

Experience is not essential as training will be provided however; the successful candidate will ideally be self-driven, with a strong business spirit and creative intelligence. Exceptional levels of energy, drive, persistence and personality are key attributes. You will be supported by a network of specialists in Trust and Company administration and the training received aims to support your continued career progression from trainee to management status within the company.