

Administrator

Summary

Working as part of a team and under the instruction of the relevant Manager and/or Director, the incumbent will be responsible for the administration of trust and company structures in accordance with the terms of the constitutional documents, the law, the regulations of the Guernsey Financial Services Commission ("GFSC") and the Company's policies and procedures. Contact with clients and professional intermediaries will also be required.

Accountabilities

- Responsible primarily for the day-to-day administration of a variety of trust and company structures including the preparation of account reconciliations, payments (using 'live' bank payments systems) and invoicing in addition to liaison with professional service providers and intermediaries.
- Knowledge and understanding of new client set-up and collation of relevant CDD/ECDD together with periodic reviews for managed entities.
- Liaison with Line Manager in order to prepare correspondence for individual clients, intermediaries, other professional advisers or organisations, as required for the timely administration of the trust and/or company.
- General administration including the maintenance of accurate database and file records, drafting minutes where necessary and the reconciliation of investment accounts.
- Ensuring compliance with appropriate internal, professional and regulatory standards, including those of the Guernsey Financial Services Commission, and ensuring that appropriate Anti-Money Laundering/CFT procedures are adhered to at all times.
- Organising and prioritising workload in order to meet strict deadlines.
- *Ad hoc* duties as required, to support the relevant Manager/Director and other team members.

Requirements

- A relevant professional qualification, i.e. ICSA or the STEP Diploma or having made significant progress towards obtaining same.
- 3 to 5 years' experience in a fiduciary/financial services environment.
- Technical trust and company knowledge and a sound understanding of financial statements and trust and company accounting methods.
- Strong verbal communication skills to build effective, mutually beneficial and professional relationships with clients and colleagues.
- The ability to deal with high volumes of work, sometimes under pressure, while maintaining accuracy at all times.
- Proficient with proprietary office software systems.