

REVIEW ASSISTANT

Under supervision, this position involves actively supporting the Review Officer, Governance, Risk and Compliance Team and the Trust Administrators with client reviews throughout the existence of the customer relationship.

Job Accountabilities

- Assist with the day to day review of trust and company structures under instruction from the Review Officer and Governance Director.
- Ensures compliance with appropriate internal, professional and regulatory standards, including those of the Guernsey Financial Services Commission, and ensures that appropriate Anti Money Laundering procedures are adhered to at all times.
- Organises and prioritises workload in order to meet strict deadlines.
- *Ad hoc* duties as required, to support the Governance Director and/or other team members.

Skills

- Experience in a Fiduciary Services environment. Having a good understanding of the legal and regulatory environment which applies to regulated Fiduciary business.
- Experience in the administration of different types of trusts companies, trading companies and pension trusts is essential.
- The ability to deal with high volumes of work, sometimes under pressure, maintaining accuracy at all times.
- Proficient with Excel, Word and Outlook. A working knowledge of 'AcuReview' database or similar case review software is desirable but training will be provided.
- The ability to communicate effectively to build mutually beneficial, professional relationships with colleagues.
- A high level of confidentiality is required of the job holder at all times.