

Payments Officer

November 2021

Trident Trust is a leading independent provider of corporate, trust and fund services to the financial services sector worldwide, employing over 900 staff across a global footprint that spans Africa, the Americas, Asia, the Caribbean, Europe and the Middle East. We are seeking to recruit a payments officer to join our rapidly expanding 60-person-strong Malta office, which offers excellent career growth opportunities in an internationally focused environment. Client focused and service oriented, we only employ individuals who are professionally minded, committed and able to demonstrate good interpersonal skills.

The Role

The successful candidate will be responsible for handling all payments related to a portfolio of clients, and will form part of the corporate services team.

Duties

- Process all day-to-day payments efficiently and accurately; check that all supporting documents are available
- Manage any problems that may arise during payment processing
- Investigate unidentified payments
- Respond to all internal and external queries relating to incoming or outgoing transactions
- Support senior staff and other officers as needed
- Assist with client administration as required
- Adhere to all company policies and procedures, corporate security policies, regulatory guidance, industry service standards and code of conduct

Qualifications and Skills

- An A-level standard of education
- A minimum of one (1) year experience in a related role, with experience in the financial services industry considered an asset
- Ability to meet deadlines
- Attention to detail
- Takes initiative, and is able to work both independently and as part of a team
- Excellent administrative and business support skills, with the ability to multi-task and work calmly under pressure
- Willing to learn new skills and take on increased responsibility
- Computer literate with working knowledge of MS Office suite, including Word and Excel

Training

On-the-job training will be provided.

Remuneration

- Salary commensurate with experience and qualifications
- The successful candidate will benefit from an excellent career growth opportunity working with a multi-jurisdictional player in the financial services sector

Applications

Applications will be treated in the strictest of confidence and should include a full C.V. Please submit applications by email to the hiring manager at careersmalta@tridenttrust.com.