

Client Services Senior Trust Officer

February 2021

Trident Trust is a leading independent provider of corporate, trust and fund administration 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. Client focussed and service orientated, we only employ individuals who are professionally minded, committed and able to demonstrate good interpersonal skills. The Group offers a stimulating and rewarding professional environment and is truly international in its outlook and culture.

The Role

The client services senior trust officer's role is to administer a portfolio of varied trusts and companies within a team environment, supporting the team manager as necessary to achieve the defined key performance indicators (KPIs).

Duties

- Day-to-day administration of a portfolio of trust and company structures
- Prioritise and handle client requests and queries in an efficient and professional manner
- Adhere to regulatory requirements and Trident's policies and procedures
- Correspond and communicate verbally and/or in writing directly with clients and intermediaries
- Ensure all client, trust and company records including Viewpoint are maintained and accurate
- Prepare CoSec forms/minutes for entities within your portfolio, and complete relevant documentation
- Review accounts, clear any queries raised and ensure accuracy prior to signing
- Check receipts and prepare payments in line with Trident's policies and procedures
- Liaise with investment advisors and prepare investment transactions, including their settlement
- Complete relevant mandates and appointments
- Review, monitor and clear any actions, and monitor quarterly independent investment reviews
- Liaise with tax advisors and ensure tax advice is up to date
- Assist with property transactions in order to both progress transactions efficiently and complete relevant entries and documentation

- Assist with property management matters and ensure all are properly dealt with and kept up to date
- Arrange, review and monitor credit facilities (loans and guarantees); complete all documentation
- Review invoices and work in process (WIP), arrange settlement of invoices and actively chase debtors
- Review, address and clear statutory review action points and obtain relevant documentation
- Attend client meetings (travel if required); prepare minutes, file notes and action points as necessary
- Effectively delegate, support and supervise work assigned to team members and colleagues
- Undertake any projects or duties that may arise from time to time
- Maintain good working relationships with other departments

Qualifications and Core Skills

- More than four (4) years' experience in trust and company administration, and a Table 4 qualification, i.e., STEP or ICSA
- Working knowledge of Viewpoint or other similar administration systems and Microsoft Office
- Team player, reliable and a motivated self-starter with drive and initiative
- The ability and initiative to multi-task and exhibit uncompromising attention to detail
- Able to meet challenging deadlines where necessary
- A high level of interpersonal and communication skills

Training

Not only will on-the-job training be provided, but Trident offers opportunity for employees to enhance their technical knowledge and experience by operating a financial assistance policy that promotes further study.

Job Type

- Permanent, full-time, 9.00am to 5.00pm, Monday to Friday (35-hour week)
- Must be entitled to work under Jersey employment regulations

Remuneration

Salary commensurate with experience and qualifications.

Applications

Applications, which will be treated in the strictest of confidence, should include a full C.V. Please submit as follows:

Office Manager
Trident Trust Company Limited
11 Bath Street, St Helier, Jersey, JE4 8UT
Email: hfitchet@tridenttrust.com