

New Business Senior Manager

September 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. Client focused and service orientated, we only employ individuals who are professionally minded, committed and able to demonstrate good interpersonal skills.

The Role

The position of new business senior manager is a key operational role that supports the new business strategies of Trident Trust in Jersey and Guernsey. The position reports directly to the head of client services in Jersey. The candidate will oversee the new business administration team members, working on a day-to-day basis with senior members of the Channel Island's offices, new clients, intermediaries and other offices of the Trident Trust Group.

Duties

- Attend and deal with the flow of new business enquiries
- Represent Trident Jersey and Guernsey when dealing with professional intermediaries and the wider Trident Group
- Produce proposals on a prompt basis when enquiries are received
- Review new business files as prepared by the new business administration team in Jersey
- Maintain operational and strategic business systems on an ongoing basis
- Work in conjunction with the heads of risk and compliance in Jersey and Guernsey to assess the due diligence requirements for onboarding new client relationships
- Ensure the smooth transfer of new business to company secretarial and/or administrative staff
- Maintain close working relationships with other Trident offices, and in particular with the equivalent new business staff and business developers from those offices
- Produce reports from time to time for the board of directors
- Provide the board with overall management support
- Maintain data regarding business development efforts, intermediaries and introducers
- Update the weekly group report with the new business statistics and commentary
- Staff management, including:
 - Day-to-day management of the team

- Provide support, mentoring, training and development to ensure team members are competent for their roles
- Undertake appraisals; manage staff concerns and aspirations
- Ensure team members meet their continued professional development requirements
- Ensure team adheres to the office's policy and procedures
- Attend management meetings

Skills Required

- Well organised
- Ability to work under pressure and meet deadlines
- Keen attention to detail
- Good understanding of local fiduciary and fund regulations and laws, as well as some knowledge of such frameworks in other similar offshore jurisdictions, e.g., UK, the British Virgin Islands, Cayman, Hong Kong, Singapore and the Bahamas
- Common sense and good use of initiative
- Good communication skills, both verbal and written
- Conscientious, positive outlook and cooperative attitude towards other staff

Qualifications Required

A relevant professional qualification such as ICSA, STEP or ACCA is useful, as is a history of experience within the Jersey financial services industry. Trident offers plenty of opportunity for employees to enhance their technical knowledge and experience.

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 or entitled to work under Jersey employment regulations

Remuneration

Salary commensurate with experience and qualifications.

Benefits

- Private medical insurance (single cover with Aviva)
- Payment of annual professional subscriptions
- Contributory pension scheme

Applications

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

HR Officer
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