

Investor Relations Officer

January 2023

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 an investor relations officer to join our rapidly expanding 70-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 carrying out AML checks on shareholder accounts and processing subscriptions and redemptions. The team of investor relations officers are overseen by the head of transfer agency.

Duties

- Completing AML checks on shareholder accounts
- Processing subscription and redemption order requests
- Maintaining the shareholder registers of the various funds under administration
- Providing periodic reporting of shareholder trading activity to fund managers
- Liaising with investor queries on an ongoing basis
- Managing the transfer agency relationship with fund managers

Qualifications and Skills

- A diploma in compliance and/or AML would be considered an asset
- A minimum of two (2) years' experience in a fund administration and/or AML role
- Able to work accurately to tight deadlines
- Takes initiative and able to work both independently and as part of a team
- Excellent administrative and business support skills, with the ability to multi-task and to work calmly under pressure
- Ability and initiative to handle increasing responsibility over time
- 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 CV. Please submit applications by email to the hiring manager at careersmalta@tridenttrust.com.