

CONYERS

Job Title	Trust Administrator
Location	Bermuda
Department	Trust Services
Date	12 November 2020

Trust Administrator

Conyers Trust Services (Bermuda) Limited (“Conyers Trust Services”) is an international network of licensed trust companies that undertakes a broad range of trust and company administration services for private clients, corporations and charitable entities. Conyers Trust Services has its headquarters in Bermuda and has affiliate offices in British Virgin Islands and Cayman Islands.

Under the supervision of a Trust Manager this position will be responsible for assisting a busy team with the management and administration of a trust portfolio. The position will involve working closely with colleagues, to effectively and efficiently deliver a first class service to the satisfaction of the clients, advisors and the Directors of the business.

The role will be extremely varied reflecting the varied business interests the client base offers, but the main responsibilities of this position will be as follows:

What Will You Do

- Assist with the administration of a mixed trust portfolio to ensure that the client’s needs are met
- Maintain trust company records in accordance with Company policy and legislation
- Ensure compliance with all applicable laws, regulations and internal policies and procedures, including those related to the prevention of anti-money laundering and terrorist financing and reporting of suspicious activity or transactions, client due diligence and record keeping
- Responsible for clearance of risk review points relating to your portfolio
- Build internal networks and business relationships, where appropriate and proactively contribute to the commercial success of our business
- Develop technical knowledge and practical capabilities through attendance at internal training events, self-driven research and day to day exposure to trust administration workflows
- Absolute devotion to data integrity with attention to detail in all activity, with particular focus on utilising the systems to their maximum potential to drive efficiency and client service
- Willing to cover for other team members during busy periods and/or during peak absences
- The role is progressive and will depend greatly on the individual’s relative strengths and weaknesses, but involvement in ad-hoc projects may also arise

What You’ll Need

- Minimum of 2 years trust administration experience exhibiting good client care skills
- A STEP Foundation qualification is desirable but not essential for this position, however, if not currently held a commitment to at least undertake the STEP Foundation course to gain such qualification will be facilitated

- Demonstrate a pragmatic and “can do” approach and will appreciate the overriding requirement for client service standards that meet full regulatory and compliance
- A good communicator with the personality to interact with staff at all levels within the company
- Proficient with all Microsoft Office applications
- Fully conversant and understand the authority levels of this role and those of all relevant stakeholders to ensure full compliance with the trust policies, procedures and regulations
- Excellent organisation and planning skills, be methodical, with strong attention to detail and the ability to deliver on tight timescales

To apply, please send your CV to careers@conyers.com. Closing date is 4 December 2020.