STENHAM

TRUST

Date:	**August 2021**
Company:	**Stenham Trustees Limited - Alderney**
Role:	**Trust & Company Administrator**
Reports to:	**Assistant Manager – Trust/ Head of Fiduciary**
Type:	**Permanent**

About Stenham Trustees Limited

Stenham Trustees Limited has over 25 years of experience in the Channel Islands, in assisting international clients in both the establishment and administration of a comprehensive range of onshore and offshore structures.

The Role

The role is suitable for a professional who will be joining a busy team dealing with private clients. The successful candidate will provide an exceptional level of service to the relationship Managers in South Africa who service the underlying client base as well as those clients we service directly.

You will responsible for a portfolio of clients in addition to training and assisting junior administrators with technical issues, work prioritisation etc. and team projects. You will be able to work accurately and reliably with high attention to detail. Strong written and verbal communication skills are essential, as well as good organisational and project management skills for client transactions. Consideration will be given to a "B" signatory appointment (after probation and a suitable amount of experience in the office), subject to experience and performance in the role. Due to the client-facing nature of this role, the candidate must be able to cover core business hours of 9am-5pm.

Key Responsibilities

Trust & Company Administrators are involved in all aspects of client administration including but not limited to:

- General administration of a portfolio of Trust & Companies
- Statutory work (minutes, agreements, Trust Instruments as required)
- Liaise with clients, intermediaries and other institutions
- Purchase and sale of a wide range of investments and assets including properties
- Making payments, distributions, invoices, investments etc
- Involvement in the investment process, entering the purchase/sale of investments into the Trust/Company books and ensuring that all investments are up-to-date
- Client due diligence – ensuring CDD is up-to-date
- Preparation of client reports

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Skills, Competencies & Experience

- Must have at least 3 years+ experience in Trust & Company Administration
- Strong communication (verbal & written) and interpersonal skills
- Ability to work using own initiative, prioritise own work and be flexible to changing business and departmental needs
- Ability to work in a team
- Willing to learn and adapt to new regulations and environments
- Training of team
- Project/task management

Education/Professional Qualifications

- Preferred STEP or ICSA qualified
- Good GCSE/A Levels including English and Mathematics
- Focus on continuous personal development and improvement

Contact

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