



Our people are our competitive advantage.

At Butterfield, we pride ourselves on being approachable, disciplined and proactive. If you embody these qualities and have the necessary experience, you may be the one we're looking for.

Risk and Compliance Manager

Butterfield Trust (Bermuda) Limited

This position reports to the Vice President, Trust Services and is responsible for identifying and managing fiduciary risks associated with a trust business. In addition, the role is responsible for maintaining legislative and regulatory compliance for the personal and corporate trust business.

Your responsibilities will include:

- assisting with the development of policies and procedures with respect to compliance
- ensuring that risk and compliance reviews are conducted in accordance with the agreed schedule, and any points arising are cleared within the specified timeline
- conducting unscheduled or ad hoc policy/procedure, risk and compliance reviews of accounts to ensure compliance and potential risks are identified, understood and mitigated
- coordinating investigations and reporting violations to departmental management including relationship managers and the Managing Director
- assisting with developing a "snap check" programme to ensure that policies and procedures are being consistently applied throughout the personal and corporate Trust businesses
- updating the NAV (Navision) database in accordance with specified timelines
- providing regular reports within agreed timelines and assisting with the coordination of regulatory and internal audit reviews
- issuing fraud alerts and other industry-specific updates
- deputising for the Vice President during his/her absence
- managing and developing employees

Your experience may include:

- university degree with five to ten years Trust company administration experience
- professional designation such as STEP / LLB / ACIB / ACIS / ICSA
- experience in Trust administration, company administration, accounting principles and banking practices
- knowledge and understanding of Trustee and Directors' responsibilities
- knowledge and understanding of relevant legislation and compliance in Bermuda and other jurisdictions
- proven ability to effectively manage/develop employees
- excellent communication, interpersonal, organisation, analytical, problem-solving and presentation skills
- proficient in Microsoft Office suite of applications

Please apply by 25 July 2012 to:
Sandra Furtado, Human Resources,
Butterfield, P.O. Box HM 195, Hamilton HM AX
Fax (441) 292 2073
resumes@butterfieldgroup.com

Licensed to conduct Trust business by the Bermuda Monetary Authority.

www.butterfieldgroup.com



Butterfield

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