



*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.

## Trust Risk Management and Compliance Specialist

### Butterfield Trust (Bermuda) Limited

This position reports to the Team Leader, Risk and Compliance Manager responsible for performing annual reviews of the fiduciary client base, ensuring completeness of administrative procedures and records. The successful incumbent will also be responsible for identifying potential risk areas and generally ensuring that the highest fiduciary standards are maintained.

#### Your responsibilities will include:

- reviewing correspondence, trust/company records and safe custody files for compliance
- maintaining an annual review tracking programme in accordance with established frequency guidelines
- liaising with colleagues and providing information as required to ensure high risk cases are solved
- ensuring financial statements are scheduled to accurately reflect the financial position of the trust/company
- any other related duties as assigned by management

#### Your experience may include:

- Bachelor's degree in Business Administration or equivalent
- five to ten years Trust/Company administration experience
- STEP designation, or significant progress towards attaining the designation
- knowledge of Trust/Company Administration, accounting principles, banking practices/principles/procedures, legislative/regulatory compliance (in particular AML), and relevant laws in various jurisdictions
- excellent communication, interpersonal, organisation, analytical and problem-solving skills
- proficient in Microsoft Office suite of applications

Please apply by 8 October 2012 to:  
Jabar Tuzo-Smith, Human Resources,  
Butterfield, P.O. Box HM 195, Hamilton HM AX  
Fax (441) 292 2073  
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Licensed to conduct Trust business by the Bermuda Monetary Authority

[www.butterfieldgroup.com](http://www.butterfieldgroup.com)



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