

# Corporate Secretary (part time)

Abacus Trust Limited (“Abacus”) is a licensed and regulated trust company affiliated with PricewaterhouseCoopers in Bermuda. Abacus provides trusteeship, trust administration and corporate administration services to a select group of clients. The team is looking for a qualified Corporate Secretary to join on a part-time basis.

The purpose of the Corporate Secretary function is to provide experienced support to the Manager primarily in the role of client account management. It is expected that the individual will have sufficient experience and technical knowledge to manage complex corporate clients without the need for supervision.

This position will encourage the post-holder to be very involved in decisions relating to the management of the company. This is a part-time position primarily due to the specific tasks required. It is possible that the hours of employment may be expanded should the need arise and the work arrangements can be designed to meet the incumbents requirements. The work environment is mature and the emphasis will be on providing the best customer service in the industry whilst working with colleagues who have a high level of respect for family values balanced with customer expectations.

The post holder will be required to have sufficient knowledge and experience to liaise directly with clients, their advisors and, in particular, to provide clients with a high level of customer service. Specific requirements include the ability to coordinate all aspects of corporate administration including attending meetings and developing comprehensive minutes and other reports arising from those meetings.

#### **Other responsibilities include but are not limited to:**

- Maintaining a portfolio of corporate client portfolios with an ability to provide exemplary services to corporate clients;
- Maintaining client corporate records; according to the requirements set out in Bermuda Companies Act;
- Attending client meetings and taking minutes;

- Transcribing and drafting minutes from live meetings either abroad (which would be via a wave file) or in Bermuda;
- Producing minutes to approve agreements, transactions, or trust resolutions etc. when instructed to via telephone or email;
- On the instruction of clients transferring money for investment purposes or personal use either via online banking service;
- Producing invoices annually and on a when needed basis for clients/trusts;
- Producing weekly/monthly reports and bank statements to certain clients;
- Paying bills/invoices via HSBC online service. Maintains client accounts via HSBC online service;
- Ensuring companies and local companies comply with requirements of the Companies Act;
- Responsible for communications with client and local regulatory bodies (BMA, ROC and Corporate Banking representatives); and
- Responding to client requests for copies of documents etc. in a timely manner.

#### **Essential skills and experience**

- Corporate Secretarial Certificate I & II;
- ICSA would be an asset;
- Proficiency in MS Office Suite & Lotus Notes;
- A minimum of 5 years’ previous work experience with a complex client portfolio in a corporate environment;
- Ability to multitask in a deadline driven environment, producing high quality work; and
- Aptitude for accuracy and timeliness in the production of work.

#### **Interested candidates should apply in writing, including your resume to:**

The Manager, Human Resources  
PricewaterhouseCoopers  
P.O. Box HM 1171  
Hamilton HM EX

Email: [pwcbermuda.hr@bm.pwc.com](mailto:pwcbermuda.hr@bm.pwc.com)

Closing Date: 21 October 2013



*PwC is an equal opportunity employer and offers a competitive salary and a comprehensive benefits package.*