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Manager, Corporate Services

Our client, Anchor Corporate Solutions Ltd ("Anchor"), provides a comprehensive suite of corporate advisory and client services to both on and offshore customers including corporate secretarial functions, governance and fiduciary operations, administrative and back office support, and financial accounting solutions.

Reporting to the President, this position will be primarily responsible for assisting with the management and development of the corporate secretarial division. As a lead representative, the incumbent will be required to identify and establish business relationships with strategic partners and clients, as well as promote customer solutions. In addition to overseeing a complex portfolio, the individual must also execute all divisional services, ensuring statutory and regulatory compliance and best practices are upheld. This will include, but is not limited to, management of:

- Incorporation functions and creation of legal entities and structures
- Regulatory filings, statutory reporting, and fees/taxes
- Board and stakeholder reporting and record maintenance
- Customer relations and client communications management
- Management of client records and constitutional documents
- Shareholder services
- Research support and technical advice
- Development of processes, procedures and controls

Minimum Qualifications, Skills & Experience:

- 6 years corporate secretarial experience
- University degree and industry accepted professional certification
- In-depth knowledge of local regulatory requirements including the Registrar of Companies and Bermuda Monetary Authority
- Demonstrated working knowledge of company law in major offshore jurisdictions
- Solid understanding of KYC policies and processes
- Proven management of complex on and offshore companies and partnerships
- Diversified industry exposure and varied client markets
- Superior communication and negotiation skills with ability to offer solutions-based recommendations and respond to changing customer requirements
- Advanced Microsoft suite skills and exceptional detail orientation and prioritization skills
- Active ongoing professional education, preferably STEP, or prepared to pursue
- Ability to work outside normal working hours, including public holidays and weekends

Anchor offers an attractive and comprehensive remuneration package including equity ownership.

To apply please send your résumé to bdajobs@expertise.bm. All enquiries will be dealt with in strict confidence.

Closing date: January 17, 2014

 **ANCHOR**
CORPORATE SOLUTIONS