

Requires a

SENIOR TRUSTS ADMINISTRATOR

Westport Trust Company Limited, an affiliate of Trott and Duncan Limited, requires a dynamic and highly-organized individual with experience in managing day-to-day requirements of a Trust Company to fill the position of Senior Trusts Administrator.

Responsibilities include:

- Full responsibility for the trust administration of a portfolio of trusts in accordance with the trust deed, law and internal policies and procedures
- Acting as point-of-contact for all trust clientele;
- Assisting in the creation of new trusts;
- Tracking the transfer of assets into and out of trust accounts;
- Resolving and properly documenting all decisions of the trustee ;
- Cash Management;
- Reviewing income and expenses;
- Conducting the periodic reviews/recommendations for trust assets;
- Ensuring trust assets are held appropriately; processing distribution requests and regular transactions;
- Liaising with settlors, beneficiaries, and other connected parties to the trust, e.g. bankers, accountants, tenants, property managers, legal and financial advisors etc.;
- Reviewing underlying companies, investments and other trust assets;
- Completing trust reviews and resolving outstanding issues in a timely manner;
- Keeping abreast with new developments in trust and company law.

Applicants must possess the following qualifications:

- Minimum 5 years Trust experience including administering local homestead trusts;
- STEP diploma or in the process of completing program;
- Proven organization skills;
- Exceptional customer service and communication skills (verbal and written);
- Strong computer skills, particularly Word, Excel, and PowerPoint (tests will be administered).

TO APPLY:

Written applications with curriculum vitae and references should be addressed in confidence to:

Human Resources - Westport Trust Company Limited

Trott and Duncan Building

P.O. Box HM 2094

Hamilton HM HX

Email: hr@td.bm

Westport Trust Company Limited is licenced to conduct trust business by the Bermuda Monetary Authority

Closing Date: May 2 2014