

Account Manager

Corporate Secretarial & Trustee Services

Closing date: 7 May 2014

HSBC Bank Bermuda Limited is seeking an Account Manager who will be responsible for the provision of corporate secretarial, trustee and administrative services to a complex portfolio of mutual fund companies, unit trusts, management companies, investment holding companies, pension and benefits schemes and limited partnerships.

Major responsibilities

- Acts as Corporate Secretary of numerous companies, including mutual fund companies, management companies and permit companies; ensures that all companies comply with the relevant regulatory authorities for both Bermuda and Cayman including international stock exchanges, company laws, trust deeds, bye-laws and articles of association.
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- Directs and prepares the collation of notices and agendas, minutes, proxies and all other reports and correspondence in connection with director and shareholder meetings whether held by telephone or in person.
- Supports the division's business goals by maintaining and developing long-term relationships with clients.

Minimum qualifications

- Undergraduate degree with 5-8 years of experience in a management or supervisory role within fund administration
- Advanced Knowledge in Corporate Secretarial practice, fiduciary responsibilities of Trustee; legal and statutory requirements of companies; compliance with articles, bye-laws, prospectuses and trust deeds; stock exchange requirements for all major stock exchanges, management techniques ; and team dynamics
- Working knowledge of Custody operations, shareholder services, accounting services, cash processing, treasure, investment services, organizational development, project management, training, compensation and benefits, overseas offices, relevant law and all systems supporting the HSBC Securities Services Business
- Excellent oral, written communication and minute writing skills; knowledge of Viewpoint is an asset

Interested applicants are invited to apply by sending your résumé and cover letter to:

Email:
recruitment.dept@hsbc.bm

Fax: 299 6524

Post: Recruitment Department,
Human Resources, HSBC
Bank Bermuda Limited, 37
Front Street, Hamilton HM 11

Application forms are available in all HSBC branches and at www.hsbc.bm. All enquiries will be held in strict confidence.

