

*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.

## Senior Corporate Secretarial Specialist

### Butterfield Trust (Bermuda) Limited

This position reports to the Team Leader, Corporate Secretarial Services and will be responsible for the administration of a complex portfolio of companies.

#### Your responsibilities will include:

- providing corporate secretarial services relating to the administration of the assigned companies under management
- meeting and interacting with new or potential clients and outlining the range of corporate secretarial services provided by Butterfield Trust
- attending Board meetings and ensuring that all company regulations and legal requirements are met at all times
- keeping abreast of new legislation and changing operational procedures
- coordinating staffing and resource planning for potential clients
- reviewing client profitability and identifying additional revenue sources of more complex nature
- assisting with the management and development of employees
- deputising in the absence of the Team Leader

#### Your experience/skills may include:

- University Degree and/or successful completion of a corporate secretarial designation (e.g. ICSA) or other equivalent qualification, together with a minimum of seven years' experience managing a demanding portfolio of clients
- sound knowledge of Bermuda Company legislation, in particular the Bermuda Companies Act 1981
- thorough knowledge of AGM protocols, procedures and legislative compliance
- knowledge of the functions and responsibilities of company directors
- experience with employee management and development
- superior communication, interpersonal, organisation, drafting, presentation and problem solving skills
- proficient in Microsoft Office suite of applications

## Senior Trust Officer

### Butterfield Trust (Bermuda) Limited

The position reports to the Assistant Vice President, Trust Manager and is responsible for the management of a portfolio of institutional trust clients with a focus on pension trusts/plans, unit trusts and bespoke planning for institutional business. The incumbent will also be responsible for assisting in the management of resources dedicated to the administration of trusts, companies, and custody accounts.

#### Your responsibilities will include:

- interpreting trust deeds and related documents pertaining to trusts and companies
- ensuring that trust provisions, bank policies/procedures and relevant legislations are adhered to at all times
- authorising transactions prepared by administrators and officers
- organising meetings with institutional trust clients' principals and beneficiaries in respect of the administration of their affairs
- ensuring tasks assigned to team members have been completed expeditiously in order to meet deadlines
- actively seeking new business and developing institutional client relationships
- maintaining awareness of operational risk and identifying possible problems to the Trust Manager
- assisting the Trust Manager with team development

#### Your experience/skills may include:

- University degree or STEP (Society of Trust and Estate Practitioners) designation or membership in ICSA with seven years relevant experience in pension, unit trust and bespoke planning for institutional business within a bank or trust department
- thorough knowledge of policies/procedures and relevant legalisation with a focus on pension and unit trust business
- proven ability to deal with institutional trust and advisers
- expertise in corporate governance procedures
- ability to understand/interpret trust deeds, bye-laws, The Bermuda Companies ACT 1981 and other offshore company legislation
- proven ability with all aspects of employee management/development
- superior client service, interpersonal, communication (oral & written), team, problem-solving and organisational skills
- proven ability in the marketing and cross-selling of the Bank's products
- proficient in Microsoft Office suite of applications and database management

CLOSING DATE: 4 September 2015

All applications should be forwarded **via e-mail** to: **resumes@butterfieldgroup.com**

ATTENTION: Human Resources

Hardcopy applications will not be accepted.

Licensed to conduct Trust business by the Bermuda Monetary Authority

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



Butterfield

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