



## Title Specialist

Sun Life Financial is one of the world's leading and most diverse financial services organizations, with an excellent reputation for customer focus and innovation in all its markets. The Bermuda International operations were established in 1995 to offer life insurance annuity and investment products to global high net worth individuals outside of North America.

Reporting to the Director of New Business, the Title Specialist will be responsible for the efficient review of complex legal entities, trust and offshore Private Investment Company (PIC) ownerships for completeness and quality of content within assigned timelines. The successful candidate will determine the true beneficial owners, complete customer due diligence (CDD) on these legal structure and the beneficial owners and controlling persons in accordance with Bermuda Anti Money Laundering/Anti-Terrorist Financing Regulations and other compliance matters as they are enacted.

### **Duties and responsibilities will include:**

- Review various personal trust deeds and legal documents related to complex structures;
- Ensure clients properly complete certifications as required by Sun Life;
- Communicate outstanding issues with brokers, private banks and high net worth clients while managing their expectations and ensuring client satisfaction;
- Provide guidance, support, education to the Operational staff to enhance their knowledge of complex legal structures and compliance with Anti-Money Laundering and Anti-Terrorist Financing (AML/ATF) regulations;
- Review all collateral assignment and facility documentation;
- Negotiate and provide guidance to customer service representatives in the acceptance or rejection of assignments;
- Set up and maintain a repository of approved signatories from institutions and maintain the on-going validation of institution Director and Trustees;

### **Required qualifications and experience**

- A minimum of 3 years working experience in trust administration and corporate vehicles. TEP (Trust & Estate Practitioner) qualified would be a definite asset
- Considerable knowledge of personal trust products and services
- A well-rounded understanding of life insurance products and transaction processing to have a clear grasp of AML/ATF policies, and the business risks
- Experience with contract or legal document reviews
- Understanding of international life insurance products, operational risk, AML/ATF risk and related issues with the ability to exercise sound judgement
- Understanding and experience with the administration of complex personal trust structure, PICs, collateral assignment, will and by-laws
- An understanding of the Bermuda Proceeds of Crime Act, the Bermuda Companies Act and other offshore legislation
- Possess an investigative mindset, well-developed analytical and problem solving skills with the ability to make critical decisions independently
- Excellent presentation, verbal and written communication skills
- Strong documentation skills for procedural notes and form/ process redesign

If your experience and ambition match the requirements of the role, please send a resume and covering letter no later than **January 30th 2017** to:

**Performance Solutions Limited**

Suite 350, 48 Par-La-Ville Road, Hamilton HM 11.

Email: [hr@psolutions.bm](mailto:hr@psolutions.bm) Phone: 232-5270