

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.

Vice President, Trust Services

Butterfield Trust (Bermuda) Limited

This position reports to the Managing Director and is responsible for the day-to-day management of resources dedicated to administration of trusts and estates, companies and custody accounts of the entire Private Trust business.

Your responsibilities will include:

- accounting for current and long-term profitable operations, client retention and growth of the Private Trust business
- managing customer relationships to ensure customer satisfaction and maintaining profitability levels
- interpreting trust deeds, wills and documents and using expert judgement to verify that client instructions are in accordance with trust documents
- acting as a representative of the Trust Company to clients, colleagues and support staff in understanding, advising and interpreting terms of trusts and wills

Your experience/skills may include:

- university degree in business or accounting and a professional accounting designation with eight to twelve years' experience in a related industry, eight of which should be at management level
- TEP (Society of Trust and Estate Practitioners) designation
- in-depth knowledge of multi-jurisdictional services and structures and supporting technologies
- proven management and leadership skills
- in-depth knowledge of the profit planning process
- strong communication, marketing and sales skills
- proficient in Microsoft Office suite of applications

Assistant Vice President, Fiduciary Risk Manager

Butterfield Trust (Bermuda) Limited

This position reports to the Vice President, Deputy Managing Director and is responsible for identifying and managing fiduciary risks associated with a trust business. Additionally, the incumbent is responsible for maintaining legislative and regulatory compliance for the personal and corporate trust business and for directing the activities of the Fiduciary Risk team.

Your responsibilities will include:

- reviewing and interpreting new and pending laws and regulations, internal policies, and working with management and employees impacted by changes in business practices to ensure effective implementation and a solid understanding of new policies and procedures
- developing and revising, policies, procedures, and forms ensuring compliance and efficiency. reviewing modifications initiated by other departments or functional areas as directed
- preparing and managing monthly reports and quarterly breach reports of outstanding CDD and ensuring quality assurance for outstanding CDD and internal logs
- developing and managing High Risk Monitoring Programme including preparing monthly reports and scheduling analysts for monthly review of high risk accounts
- supervising Analyst, conducting performance reviews, and managing assigned goals, standards and objectives

Your experience/skills may include:

- university degree plus five to ten years' relevant experience in trust administration
- a professional designation or certification such as STEP, LLB, ACIB, ACIS, ICSA or CAMS
- proven experience in Trust Administration, Company Administration, Accounting Principles and Banking Practices
- knowledge and understanding of Trustee and Director' responsibilities
- general understanding of relevant legislation in offshore jurisdictions
- proficient in Microsoft Office suite of applications

Trust Officer

Butterfield Trust (Bermuda) Limited

This position reports to Vice President, Trust Services and is responsible for the management of a portfolio of complex Trust and Companies.

Your responsibilities will include:

- maximising and developing the client relationship potential by interpreting trust deeds and related documents pertaining to trusts and companies
- acting as a representative of the Trust company to beneficiaries, advisers, colleagues and staff
- maintaining awareness of operational risk and taking an active role in contacting clients to resolve matters
- proactively organising and meeting principals and beneficiaries in person and managing client relationships

Your experience/skills may include:

- bachelor's degree in finance or business or a minimum of five years relevant experience in financial services or two years experience in trust administration
- STEP designation preferred or a commitment to complete the STEP programme
- strong understanding of investments and financial services and an understanding and awareness of business risks and related controls
- excellent organisational skills and the ability to work on own initiative
- detail-oriented with a strong ability to work under pressure and multi-task
- proficient in Microsoft Office suite of applications

Fiduciary Risk Review Specialist

Butterfield Trust (Bermuda) Limited

This position reports to the Assistant Vice President, Risk Review Manager and is responsible for performing annual reviews on the fiduciary client base and ensuring completeness of administrative procedures and records. The incumbent will also be responsible for identifying and managing fiduciary risks associated with a trust business.

Your responsibilities will include:

- reviewing correspondence, trust and company records and safe custody files for compliance with the Trustee fiduciary responsibilities
- maintaining an annual review tracking programme to ensure that all clients are reviewed at an appropriate frequency according to the level of risk assigned
- liaising with staff in regards to high-risk cases and ensuring that communication regarding the risks are fully understood
- ensuring that financial statements are scheduled to accurately reflect the financial position of trust and company files
- referring complex issues of judgement, ethics or compliance to management
- any related tasks as requested by management

Your experience/skills may include:

- university degree with three to five years' of trust and company administration experience
- STEP designation or working towards attaining this designation
- knowledge of trust administration, company administration, accounting principles and banking practices
- general knowledge of internal policy and procedures and legislative and regulatory compliance, in particular anti-money laundering initiatives and requirements
- strong interpersonal skills and excellent communication skills, both verbal and written
- proficient in Microsoft Office suite of applications

Trust Administrator

Butterfield Trust (Bermuda) Limited

This position reports to the Vice President, Trust Services and is responsible for providing transactional support to the Trust Services Team in the management of the portfolio.

Your responsibilities will include:

- managing and prioritising daily workload in order to ensure all transactions are completed within the agreed deadlines
- processing, reviewing and monitoring diverse transactions which may include security trading, multi-currency exchanges and the acquisition and disposal of assets
- ensuring transactions are compliant with agency agreements, Trust deeds and internal policies and procedures
- gaining customer confidence through consistent, accurate and timely service delivery and good negotiation and customer communication

Your experience/skills may include:

- an associate's degree or two to three years' experience in banking, investments, trust or a comparable business environment
- working knowledge of Microsoft Office suite, specifically Word, Excel and Outlook
- excellent oral and written communications skills
- excellent organisational skills and the ability to work on own initiative
- a general understanding of Trust and banking principles and procedures would be an asset

CLOSING DATE: 5 May 2017

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

ATTENTION: Human Resources

Hardcopy applications will not be accepted.

Butterfield Trust (Bermuda) Limited is a wholly owned subsidiary of The Bank of N. T. Butterfield & Son Limited and licenced to conduct trust and investment business by the Bermuda Monetary Authority.

www.butterfieldgroup.com  

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The Bank of N.T. Butterfield & Son Limited, 65 Front Street, Hamilton HM 12 | P.O. Box HM 195, Hamilton HM AX, Bermuda | (441) 295 1111



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