

Estera Services (Bermuda) Limited is a leader in providing corporate and trust administration services to local and international companies, partnerships and trusts.

Client Relationship Manager – Trust Services

We are seeking a qualified, motivated individual to provide professional Trustee and accounting services within the Private Client Team. The successful candidate will:

- Liaise with the clients and have responsibility for a portfolio of trusts, together with providing guidance and support to clients.
- Ensure corporate records of each company and trust records of each trust are current and are compliant with the applicable policy and procedure.
- Maintain client accounting records and prepare financial statements in accordance with industry requirements and standards.
- Ensure compliance with FATCA and CRS procedures and provide support to the responsible Officer on reporting requirements.
- Responsible for monitoring investment performance in the Trust portfolio.
- Manage the billing and debt collection process and ensure it is carried out effectively and in a timely manner.
- Assist with the maintenance and development of reporting standards and accounting processes that are reliable, effective and adhere to appropriate internal controls.

Knowledge, skills and experience required:

- Professional accounting designation (CA, CPA) or equivalent qualification with a minimum of three years' post qualification experience.
- Strong technical knowledge, to include a trustee qualification or a University degree in a relevant discipline together with a minimum of three years experience at a senior administration level.
- A working knowledge of the Trustee Act 1975 and statutory regulations relating to the administration of trusts in Bermuda.
- Excellent organisational and client management skills, together with appropriate knowledge of current legislation, and the local regulatory environment. This includes a high level of awareness of risk factors and compliance procedures.
- Professional manner with the ability to relate to persons at all levels, and to identify clients' needs, responding to these quickly and effectively.
- Excellent interpersonal and communication skills, essential to maintaining and developing strong relationships with existing and potential clients and within the business.
- Proficient in the use of the Microsoft Office suite of applications, specifically MS Word. Experience using ViewPoint or similar corporate/trust administration database would be an asset.

If you have a keen commitment to quality results and enjoy working in a demanding professional environment, please apply online by going to the Careers section of our website at www.estera.com before **4th May 2018**.

Alternatively, written applications, with curriculum vitae, should be addressed in confidence to the Human Resource Department, Estera Services (Bermuda) Limited, PO Box HM 1624, Hamilton HM EX.