

*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.

## Trust Officer Butterfield Trust (Bermuda) Limited

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

### Your responsibilities will include:

- being responsible for the management and administration for a portfolio of trusts
- maximising and strengthening client relationships with beneficiaries and advisers in order to have appropriate knowledge to carry out the trust's purposes and meet the needs of the beneficiaries
- maintaining current information on beneficiaries and their changing needs and circumstances in order to prudently carry out the firm's fiduciary duties
- proactively organising and meeting principals and beneficiaries in person to resolve their concerns, and referring complex issues to management and ensuring trust and Bank policies are followed
- analysing and interpreting trust deeds and related documents with a focus on reviewing trust documents for legal, tax, administrative and investment issues
- authorising and committing the trust company on transactions
- acting as a representative of the trust company to beneficiaries, advisers and colleagues
- maintaining awareness of operational risk, taking action to limit exposure to risk and identifying issues to management
- any other reasonable duties as assigned by management

### Your experience/skills may include:

- university 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 within the first two years of employment
- strong understanding of investments and financial services with the ability to understand and interpret trust deeds, wills, bye-laws and all applicable/relevant legislation/guidelines relating to trusts, companies and proceeds of crime
- good knowledge of trust industry best practice, principles, and policies and procedures
- understanding and awareness of business risks and related controls
- strong organisational skills, initiative, ability to work under pressure and multi-task with excellent attention to detail
- excellent interpersonal and client verbal and written communication skills
- proficient in Microsoft Office suite of applications

## Team Leader – Corporate Secretarial Services Butterfield Trust (Bermuda) Limited

This position reports to the Vice President, Managing Director and is responsible for the team dedicated to the corporate secretarial services of companies administered by Butterfield.

### Your responsibilities will include:

- directing the activities of a section of Corporate Secretarial Specialists
- managing the Corporate Secretarial function of the company
- providing corporate secretarial advice to clients of the trust company
- meeting new or potential clients and outlining the range of corporate secretarial services provided by the trust company
- attending or chairing board meetings and ensuring that all company regulations and legal requirements are met
- keeping abreast of new legislation and changing operational procedures to comply
- coordinating staffing and resource planning for potential clients
- coordinating procedures with the Compliance Specialist
- reviewing client profitability and identifying additional revenue sources

### Your experience/skills may include:

- university degree or professional designation in Trust, accounting or corporate secretarial services plus ten years' relevant experience
- ability to supervise employees
- sound knowledge of Bermuda Company legislation
- thorough knowledge of AGM protocols, procedures and legislative compliance
- knowledge of the functions and responsibilities of company directors
- proven ability to manage employees
- exercise mature judgment and awareness of long and short-term consequences of actions taken by self or subordinates
- authorise and commit on behalf of trust company on transactions
- superior communication, interpersonal, organisation, drafting, presentation and problem-solving skills
- take an active role in solving customer concerns
- proficient in Microsoft Office suite of applications

CLOSING DATE: 20 March 2019  
All applications should be forwarded **via e-mail** to: **resumes@butterfieldgroup.com**  
ATTENTION: Human Resources  
Hardcopy applications will not be accepted.

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

THE BAHAMAS | BERMUDA | CANADA | CAYMAN ISLANDS | GUERNSEY | JERSEY | MAURITIUS | SINGAPORE | SWITZERLAND | UNITED KINGDOM

The Bank of N.T. Butterfield & Son Limited is licensed to conduct Trust business by the Bermuda Monetary Authority.  
Address: 65 Front Street, Hamilton HM 12 | P.O. Box HM 195, Hamilton HM AX, Bermuda | (441) 295 1111



Butterfield