

On behalf of our client, **Zobec Trust Company Limited**, Bermuda, a licensed trust company, we are seeking a confident and mature **Corporate and Trust Officer** who can deal with demanding situations and meet strict deadlines. Zobec Trust Company Limited is part of the Zobec Group of Companies which provides expertise within the area of trustee, corporate and accounting services. The Zobec team of employees includes lawyers, qualified accountants and experienced trust and corporate professionals. As Corporate and Trust Officer you will be working with Zobec Directors to ensure client companies and trusts are run efficiently and effectively. Your portfolio will include both commercial and private clients.

Key Duties and Responsibilities:

- Assisting with day-to-day management and oversight of a portfolio of trusts in accordance with applicable laws, regulations, and the terms of governing instruments;
- Preparing of agendas, minute taking, drafting resolutions, follow-ups, maintaining client company registers, review of deeds and other ancillary documents;
- Assisting in the drafting and review of corporate documents and commercial agreements ensuring statutory and regulatory compliance, overseeing corporate governance and best practices;
- Advising client directors on their constitutional statutory and company governance policies as required and where appropriate liaising with Directors, Officers, Trust accountants and other related colleagues;
- Coordination with tax and legal advisors (in consultation with internal tax/legal persons);
- Analysis and management of situations involving potentially high fiduciary risk, using technical knowledge and exercising sound judgement;
- Undertaking periodic risk review and client review on a frequency determined by the business;
- Ensuring all client assets are correctly identified, allocated, protected and under full custody and control;
- Follow up and maintenance of Know Your Client and Anti-Money Laundering procedures, as well as FATCA and CRS procedures;
- Assisting Zobec Directors with the drafting and implementation of internal policies and procedures including reviews, checklists, governance, etc.;
- Liaising with clients, daily, in a professional manner, ensuring that all clients' instructions are interpreted precisely, responded to correctly and promptly, and that the client is kept regularly informed of progress and cost.

Education, Knowledge, skills and experience required:

- TEP qualification;
- ICSA designation;
- A Bachelor's degree from an accredited university;
- 10 + years' experience in the administration of companies;
- Knowledge and experience of AML/ATF laws, FATCA and CRS practices;
- Experience in monitoring changes in relevant legislation and the regulatory environment, including beneficial ownership regime;
- Operational knowledge of Bermuda corporate and trust legislation;
- Ability to make decisions and use initiative within the scope of regulatory requirements, policies and procedures;
- Proven organizational skills with the ability to manage a heavy workload with minimum supervision and meet tight deadlines in a busy environment;
- Ability to develop and maintain a good relationship with internal and external clients;
- Excellent written, oral communication and numerical skills;
- Excellent IT skills, experience with Viewpoint preferred.

Interested applicants must possess a proven record of integrity and excellent work references related to the position applied for, as all references will be verified. Please submit CV and at least two (2) supporting employment references to: **The Platinum Group Ltd., P.O. Box 1415, Hamilton HMFEX, Bermuda, Tel: 441 296 4090 email: careers@platinumgroup.bm Closing date: July 18, 2019**