

Senior Trust Administrator

Conyers Trust Services (Bermuda) Limited ("Conyers Trust Services") is an international network of licensed trust companies that undertakes a broad range of trust and company administration services for private clients, corporations and charitable entities. Conyers Trust Services has its headquarters in Bermuda and has affiliate offices in The British Virgin Islands and Cayman Islands.

The Senior Trust Administrator will be responsible for the day-to-day administration of a trust portfolio, with the aim of ensuring that all administrative matters are dealt with on a timely basis and within deadlines.

The role will be extremely varied reflecting the varied business interests the client base offers, but the main responsibilities of this position will be as follows:

What Will You Do

- Act as a main point of contact with clients in respect of service delivery, ensuring that service excellence is provided within a timely manner
- Ensure compliance with all applicable laws, regulations and internal policies and procedures, including those related to the prevention of anti-money laundering and terrorist financing and reporting of suspicious activity or transactions, client due diligence and record keeping
- Responsible for clearance of risk review points relating to your portfolio
- Assist the Assistant Managers and Trust Managers with new business formations as required
- Assist with coaching and mentoring more junior members of staff
- Contribute towards the business as a whole in identifying process improvements, improvements in policies and procedures and any other service innovation changes that would improve the client experience
- Build internal networks and business relationships, where appropriate and proactively contribute to the commercial success of our business
- Develop technical knowledge and practical capabilities through attendance at internal training events, self-driven research and day to day exposure to trust administration workflows
- Absolute devotion to data integrity with attention to detail in all activity, with particular focus on utilising the systems to their maximum potential to drive efficiency and client service
- Willing to cover for other team members during busy periods and/or during peak absences
- The role is progressive and will depend greatly on the individual's relative strengths and weaknesses, but involvement in ad-hoc projects may also arise

What You'll Need

- A minimum of 5 years' experience in trust administrator position gained from professional firms
- A STEP Foundation qualification is desirable but not essential for this position, however, if not currently held a commitment to at least undertake the STEP Foundation course to gain such qualification will be facilitated
- Demonstrate a pragmatic and "can do" approach and will appreciate the overriding requirement for client service standards that meet full regulatory and compliance
- Exhibits the qualities of a team player and acts, on occasion, as a team leader, providing guidance to co-workers who require assistance
- A good communicator with the personality to interact with staff at all levels within the company
- Proficient with all Microsoft Office applications
- Fully conversant and understand the authority levels of this role and those of all relevant stakeholders to ensure full compliance with the trust policies, procedures and regulations
- Excellent organisation and planning skills, be methodical, with strong attention to detail and the ability to deliver on tight timescales

Resumes with references may be submitted in complete confidence to:

HR Department, Conyers Dill & Pearman
P.O. Box HM 666, Hamilton, HM CX
Tel: (441) 295-1422 **Fax:** (441) 292-3134
Email: careers@conyers.com

Closing date: April 19, 2021

Conyers Trust Company (Bermuda) Limited is licensed to conduct business by the Bermuda Monetary Authority.