

Careers, by BUTTERFIELD.



Take a step in the right direction.

At Butterfield, we provide financial services with a personal touch, we focus on results, we value relationships, and we celebrate success. If that sounds like your kind of company, then consider this opportunity to become part of a collaborative team of professionals at the world's leading, independent offshore bank and trust company.

Trust Control Officer

The position reports to the Vice President, Trust Control. This position is responsible for performing annual reviews on fiduciary client base, ensuring completeness of administrative procedures and records. Identification of potential risk areas and generally ensuring highest fiduciary standards are maintained.

Your responsibilities will include:

- Reviewing correspondence, trust and company records and safe custody files for compliance with the Trustees fiduciary responsibilities to ensure that the Trustees, through omission or error, is not exposed to any high level of risk as a result of its responsibilities to its fiduciary client base.
- Liaising with staff with regard to certain clients: to ensure that high risk cases are quickly brought to their attention and that the potential risks are fully understood.
- Referring complex issues of judgment, ethics or compliance to management.
- Any related duties as assigned by management.

Your qualifications and skills include:

- Bachelor's Degree, Business Administration or equivalent three – five years Trust / Company administration.
- Making good progress in obtaining TEP (Society of Trust and Estate Practitioners) designation.
- Knowledge of Trust Administration, Company Administration, Accounting Principles, Banking Practices, Spread sheets.
- General knowledge and understanding of Trustee and directors' responsibilities and of relevant laws in various offshore jurisdictions.
- General knowledge of internal policy and procedures and legislative and regulatory compliance, in particular anti-money laundering initiatives and requirements.
- Proficient in Microsoft Office Suite
- General knowledge of banking principles and procedures.

Trust

Trust is a tradition at Butterfield, in every sense of the word. As the Bank's fiduciary services subsidiary, Butterfield Trust offers trust, estate, company management and custody services. Across the Group, the Butterfield Trust team assists with the formation and administration of trusts, companies and partnerships for both private and corporate clients designing solutions that meet our clients' requirements.

Why Butterfield?

The Butterfield experience is enhanced by robust learning and development opportunities, comprehensive benefits, and preferred rates on a variety of proprietary financial services. Guided by our core values—approachable, collaborative, empowered and impactful—we provide a respectful environment where the diversity of our employees and the talents and experiences they bring are celebrated and valued. With a 160-year tradition of service excellence, we empower individuals to achieve their goals and make a positive impact on our business, our clients and our communities.

Does this sound like you?

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

Closing date:

Monday, 10 May, 2021

Let's start a conversation.



butterfieldgroup.com

