

Wafra

Vice President, Corporate Services

Wafra Financial & Management Services Ltd. (“Wafra”) is currently seeking a Corporate Secretary to fulfill the position of **Vice President, Corporate Services**. The position assists with the management of the Corporate Services team which is responsible for carrying out a full range of corporate administrative, governance and fiduciary tasks while also executing all services provided by the team.

Duties and Responsibilities

- Manage a complex portfolio of legal entities formed primarily in Bermuda and Cayman including the execution of corporate secretarial and all ancillary duties thereof and record maintenance;
- Execute all functions performed by the Corporate Services team, including but not limited to regulatory filings and statutory reporting, formations, reorganizations, liquidations, bank and broker account opening;
- Support with formation, reorganization, licensing, registration and liquidation services for companies and partnerships;
- Compile and respond to AML/KYC due diligence requests;
- Assist with day-to-day management of Corporate Services team ensuring tasks assigned to team are completed in a timely manner and deadlines met;
- Train and assist other corporate administration staff to become knowledgeable in Blueprint, and other relevant computerized systems in use by the Group;
- Lead and supervise staff in accordance with company policies and procedures, instilling a pro-active approach and “can do” attitude;
- Assist in establishing and maintaining appropriate policies and procedures and ensuring adherence by the team;
- Assist in providing leadership and coaching to ensure that all corporate administrative staff are aligned to the goals and culture of the team and our client and act as a role model in terms of both delivery and behaviour;
- Utilize a variety of computer operations to ensure daily assignments are performed accurately and efficiently; and
- Exercise impeccable professional decorum with clients and co-workers either in person, by email or telephone.

Requirements

- A strong educational background is required, preferably a university degree from an accredited institution with a business-related major and/or corporate secretarial qualification (GradICSA/ACIS);
- A minimum of 7 years’ experience with hedge and/or private equity funds and the offshore markets, including at least five years in a supervisory role;
- Solid understanding of the Companies Act, Investment Funds Act, and statutory regulations relating to the administration of companies in Bermuda, particularly as they relate to investment funds;
- A willingness to contribute ideas and assistance to other members of the management team in an evolving team structure;
- Must be highly motivated and willing to learn, with a flexible attitude towards adopting additional responsibilities; and
- Blueprint and Board Intelligence experience would be an asset.

How to Apply

All inquiries will be dealt with in strict confidence. Interested candidates please submit resumes and references to hr@wafrafs.com **Job Seekers Ref: VPCS061421**.

Closing date: 23 June 2021