

## ► TRUST OFFICER

On behalf of our client, we are seeking a **Trust Officer** to handle the administration of a varied portfolio of both companies and trusts, which will include both commercial and private client structures.

### Duties and Responsibilities:

- Day-to-day administration of a portfolio of trusts and companies in accordance with applicable laws, regulations, and the terms of governing instruments
- Preparing 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 ensuring statutory and regulatory compliance, overseeing corporate governance and best practices
- Advising client directors on their statutory and company governance policies as required and where appropriate liaising with directors, officers, accountants, investment managers, and other professional intermediaries

### Knowledge, Skills and Experience:

- Active professional membership with the Society of Trust and Estates Practitioners and full TEP qualification
- Certifications in Corporate Procedures I and II, or a relevant certificate from the Institute of Chartered Secretaries and Administrators (preferred)
- 5+ years' experience in a similar role
- Knowledge and experience of AML/ATF laws, FATCA and CRS requirements
- Experience in monitoring changes in relevant legislation and the regulatory environment
- Operational knowledge of Bermuda company and trust legislation

Applications may be submitted via email to **info@frontier.bm** or in writing to **Frontier Financial Services Limited**, Wessex House, 1<sup>st</sup> Floor, 45 Reid Street, Hamilton HM12.

**Closing date: August 12, 2021.**

