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 a world leading independent offshore bank and trust company.

Trust Officer

This position reports to the Vice President (VP), Trust Services, and is responsible for the management of a portfolio of complex trusts and companies

Your responsibilities will include:

- Responsible for the management and administration of a portfolio of trusts
- Maximizing and strengthening the client relationships with beneficiaries and advisers in order to have appropriate knowledge to carry out the trust's purposes and meet the needs of the beneficiaries
- Maintaining current information on beneficiaries and their changing needs and circumstances in order to prudently carry out the firm's fiduciary duties
- Ensuring that Trust provisions, Bank policies/procedures and relevant Legislation are adhered to at all times
- Proactively organizing and meeting principals and beneficiaries in person to discuss matters and refer complex issues to management and ensuring trusts and Bank policies are followed
- Analyzing and interpreting trust deeds and related documents with a focus on reviewing trust documents for legal, tax, administrative and investment issues
- Maintaining vigilant knowledge to efficiently mitigate the risks/consequences that may result from inefficient administration i.e. the late settlement of investment transactions, corporate actions, foreign currency exchanges or other risks to clients or the bank
- Authorizing and committing the trust Company on transactions
- Acting as a representative of the trust company to beneficiaries, advisers and colleagues
- Maintaining awareness of operational risk, anti-money laundering and compliance risks, taking action to limit exposure to risk and identify issues to management
- Any other reasonable duties as assigned by management

Your qualifications and skills include:

- Degree in finance or business or minimum five years' relevant experience in financial services and trust administration
- STEP designation an asset or a commitment to complete the STEP programme within the first two years of employment
- Strong understanding of investments and financial services, with the ability to understand and interpret trust deeds, wills, bye-laws and all applicable/relevant legislation/guidelines relating to Trusts, Companies and Proceeds of Crime
- Good knowledge of Trust industry best practice, principles, policies and procedures
- Good knowledge and awareness of business risks and related controls
- Ability to work under pressure and multi-task with high attention to detail
- Excellent interpersonal and client verbal and written communication skills
- Excellent organizational skills and ability to work on own initiative
- Proficient in Microsoft Office Suite

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 16 August, 2021

Let's start a conversation.

butterfieldgroup.com BUTTERFIELD

The Bank of N.T. Butterfield & Son Limited is licensed to conduct banking business by the Bermuda Monetary Authority.
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