

# Trust & Corporate Services Officer/Senior Officer/Manager - Bermuda

Bermuda Commercial Bank Limited ("BCB") is recruiting an experienced financial services professional to fulfil the role of Trust & Corporate Services Officer/Senior Officer/Manager - Bermuda. Reporting to the General Manager, Trust & Corporate Services. This role has responsibility for the management of a portfolio of family trusts together with Local & Exempt Bermuda Companies.

## Role and Responsibilities

- Day to day conduct (dealing with incoming correspondence, organising meetings/calls, preparation of deliverables and responses to clients and intermediaries) in respect of the administration and the continued good governance of a portfolio of trust and corporate entities
- Interpreting documentation (Deeds, Bye-Laws and related documents) pertaining to both trusts and companies
- Preparing documentation (Minutes, Resolutions and related documents) pertaining to both trusts and companies
- The preparation, review and authorisation of administrative actions in Workflows and with banking transactions
- Ensuring tasks assigned to yourself and team members have been completed expeditiously in order to meet deadlines and obligations
- Assisting with the training and development of your team members
- Maintaining awareness of operational risk, identifying, escalating and where necessary resolving problems in conjunction with Senior Management

## Experience

- An absolute minimum of 6 years, preferably more, of relevant experience in Trust and Corporate administration
- Membership of STEP (Society of Trust and Estate Practitioners), ideally holding, or studying towards, obtaining the Diploma in International Trust Management
- Student, or Professional, Membership of ICSA, ideally already holding or studying towards such a qualification
- Expertise in corporate governance procedures and an understanding of both domestic and international TSP and CSP compliance and governance obligations (including but not limited to ESA, FATCA & CRS)
- The ability to understand/interpret Bye-laws, The Bermuda Companies Act 1981 and other offshore company legislation
- Proven ability with all aspects of self and employee tasking/management/development
- Superior client service, interpersonal, communication (oral & written), team, problem solving and organisational skills
- Proficient in Microsoft Office suite of applications
- Proficiency with ViewPoint is considered very advantageous

Compensation will be commensurate with the successful candidate's experiences and will include a base salary and a discretionary performance related bonus. References will be requested and verified. Background checks will be conducted on shortlisted applicants.

Interested persons should apply by forwarding an application letter and resume no later than **August 9, 2021** to [jobs@bcb.bm](mailto:jobs@bcb.bm) or by post to Bermuda Commercial Bank Limited, Attention: Human Resources Department, PO Box HM 1748, Hamilton, HM GX, Bermuda.

Bermuda Commercial Bank Limited and certain subsidiaries offer a variety of regulated services in Bermuda. Bermuda Commercial Bank Limited is licensed to carry out banking business under the Banks and Deposit Companies Act 1999 and to carry out investment business under the Investment Business Act 2003. BCB Paragon Trust Limited is authorised and regulated by the Bermuda Monetary Authority and licensed to carry out trust business under the Trusts (Regulation of Trust Business) Act 2001. BCB Charter Corporate Services Limited and Bercom Nominees Limited are authorised and regulated by the Bermuda Monetary Authority and are licensed to carry out business as Limited Corporate Services Providers pursuant to the Corporate Services Provider Business Act 2012.