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Our client, Compass Limited, invites applications for the position of: **Trust Compliance Officer and Corporate Secretary**

Compass Limited is the Bermuda-based holding company for a privately held, multi-national branded, retail and manufacturing group. Affiliated Bermuda companies act as private trust companies and a family office. Reporting to the General Manager, the position is responsible for working under the direction of the Group Controller on compliance matters on behalf of the group. He/she will also act as corporate secretary to various trusts and related corporate entities.

Duties and responsibilities will include:

- Responsible for liaising with banks and other third parties globally and providing UBO, KYC, and AML information in relation to all group companies, this will include negotiation with banks regarding the information that is necessary;
- Assisting the Group Controller with regulatory issues to include the maintenance of beneficial owner registers and regulatory filings;
- Acting as corporate secretary for group related entities to include minute taking and liaising with outside counsel;
- Drafting of Board resolutions and other corporate documents;
- Preparing, reviewing, and distributing the Board, AGM & EGM packages for international group companies;
- Other regulatory responsibilities including PIPA, country by country reporting, EU substance filings, and FATCA;
- Special projects as assigned.

Required skills and education:

- A bachelor's degree in business, law or a related subject;
- Preference will be given to candidates with professional qualifications in compliance, trust, and/or corporate secretarial related disciplines;
- 3 years' experience in a similar role, preferably gained in a bank, family office or law firm;
- Excellent inter-personal skills conducive to working in a small office environment;
- Excellent written, verbal, and organisational skills;
- Ability to work under pressure, meet tight deadlines, and respond to changing priorities.

Interested persons should apply by sending a CV and covering letter in confidence to:

Alistair McNeish
PricewaterhouseCoopers Executive Search
Email: bm_execsearch@pwc.com
Tel: 441-295-2000

Closing date: December 9, 2021