

# Winchester

GLOBAL TRUST COMPANY LIMITED

Licensed to conduct Trust Business by the Bermuda Monetary Authority

## TRUST OFFICER

Winchester Global Trust Company Limited is a licensed Bermuda trust company providing Corporate, Private Trust, Corporate Trustee and Family Office Services for private clients and corporate entities is seeking a highly motivated, proactive professional to join their team as a Trust Officer.

### **Key Responsibilities include but not limited to:**

- Day to day management and administration of a diverse portfolio of local and foreign trusts and companies consistent with their particular terms- relevant trust instruments, company bye-laws, and prevailing legislation
- Maintaining records for trust, company and agency clients in both hard copy and electronic format
- Liaising and corresponding with high net-worth clients
- Liaising and corresponding with brokerage firms, lawyers, banks, investment professionals and other service providers
- Analyzing and interpreting trust deeds, financial statements and related documents
- Ensuring compliance with the Company's policies and procedures and with all applicable laws and regulations
- Assisting with special ad hoc projects from time to time

### **Experience, Knowledge & Skills Requirements**

- A minimum of five years' relevant experience in trust administration and corporate secretarial practices
- TEP qualified and/or professional designation in the field of Trusts or equivalent work experience
- Understanding of corporate structures and administration of companies
- Corporate secretarial experience while not a requirement would be an advantage
- Excellent verbal and written communication skills
- Ability to relate to and communicate with clients on both social and business levels
- Solid understanding and application of Trust industry best practices, and principles
- Proficiency in the use of MS Office and database software
- Possess a professional attitude and approach including the ability to work independently, exercising discretion and confidentiality in all matters
- Strong organizational skills, initiative and ability to work under pressure and multi-task with excellent attention to detail
- Knowledge of the compliance laws and regulations-(CRS, FATCA and UK Regulations)

If interested, please apply no later than August 19, 2022 to:  
[JLindsay@wgt.bm](mailto:JLindsay@wgt.bm)