

O C O R I A N

Ocorian is a global leader in corporate and fiduciary services, fund administration and capital markets. Wherever our clients hold financial interests, or however they are structured, we provide compliant, tailored solutions that are individual to their needs.

CORPORATE ADMINISTRATOR

Reporting to the Associate Director, Insurance and Client Accounting, the Senior Account Manager, Insurance and Client Accounting manages a portfolio of clients in the capital markets service line and assists in the supervision of a team of account managers and accounting assistants who are primarily engaged in insurance management and client accounting.

MAIN RESPONSIBILITIES

- Provide corporate administrative services to a portfolio of companies in accordance with the principal duties and responsibilities. Respond to requests from duly authorized client representatives for changes to the constitutional documents for each company, e.g., increases and reductions of share capital, changes of name, amendments to the Bye Laws and/or the Memorandum of Association/ Incorporating Act, and ensuring corporate records are current, in compliance and in good order.
- Assist with preparing applications for incorporating all types of Bermuda companies and partnerships including the opening of bank accounts for each company and the execution of related documentation relevant documents.
- Ensure that annual company, business, filing, and license fees payable in accordance with the relevant legislation are collected and remitted to the regulatory authorities.
- Convene and attend Board and Shareholders' meetings for each company and ensure that related proxies are current, advise on secretarial matters, take minutes, draft and circulate such minutes to the appropriate parties. Maintain the Register of Members, Register of Directors and Officers and Minute book for each company.
- Ensure the annual service and variance fee invoices are produced and distributed for each company.
- Complete time recording on a daily basis for posting to the accounting records for each company.
- Maintain current billing, contact, and address information for each company using the Interaction database and follow-up on the outstanding accounts receivable as required.
- Obtain, to the extent possible, a copy of audited financial statements or quarterly management accounts for each company.
- Assist Management with the general administration of client and company processes and other such activities as may be reasonably required by the role.

KNOWLEDGE, SKILLS, AND EXPERIENCE

- University degree in a relevant discipline with a minimum of 3 years of corporate administration experience within a similar role. Membership in the Institute of Chartered Secretaries and Administrators (e.g. ACIS or FCIS) an asset.
- A working knowledge of the Companies Act, 1981 and statutory regulations relating to the administration of companies in Bermuda preferred.
- Proven problem-solving abilities relating to the administration of companies in Bermuda.
- Excellent client relationship, organizational, and time management skills.
- Proficient in the use of the Microsoft Office suite of applications, previous experience in ViewPoint an asset.
- Excellent interpersonal, written, and oral communication skills.

If you have a keen commitment to quality results and enjoy working in a demanding professional environment, please confidentially apply to Jessica Redford, Island Employment Partners Ltd. at jessica@iep.bm or 296-0497 by November 16, 2022 Follow us  