

## Assistant Trust Manager

Conyers Trust Services (Bermuda) Limited ("Conyers Trust Services") is an international network of licensed trust companies that undertakes a broad range of trust and company administration services for private clients, corporations and charitable entities. Conyers Trust Services has its headquarters in Bermuda and has affiliate offices in British Virgin Islands and Cayman Islands.

Conyers Trust Services is seeking a dynamic individual to join our team. The successful candidate will possess a proven understanding of technical trust issues and will appreciate the importance of providing clients with exceptional service.

This role will be extremely varied reflecting the varied business interests the client base offers, but the main responsibilities of this position are noted below.

### What Will You Do

- Act as a relationship manager with clients in respect of service delivery, ensuring that service excellence is provided within a timely manner
- Ensure compliance with all applicable laws, regulations and internal policies and procedures, including those related to the prevention of anti-money laundering and terrorist financing and reporting of suspicious activity or transactions, client due diligence and record keeping
- Ongoing knowledge of existing and new trust legislation and ability to communicate with clients on same
- Liaise with clients, beneficiaries, co-trustees, accountants, lawyers and investment managers on a time responsive basis
- Assist with developing and strengthening client relationships to ensure client satisfaction by providing expertise as it relates to all aspects of the management of the trust team
- Contribute towards the business as a whole in identifying process improvements, improvements in policies and procedures and any other service innovation changes that would improve the client experience
- Build internal networks and business relationships, where appropriate and proactively contribute to the commercial success of our business
- Develop technical knowledge and practical capabilities through attendance at internal training events, self-driven research and day to day exposure to trust administration workflows
- Absolute devotion to data integrity with attention to detail in all activity, with particular focus on utilising the systems to their maximum potential to drive efficiency and client service
- Be willing to cover for other team members during busy periods and/or during peak absences

This role is progressive and will depend greatly on the individual's relative strengths and weaknesses, but involvement in ad-hoc projects may also arise.

### What You'll Need

- Experienced and professionally STEP (TEP) qualified with a minimum of 3 years management practice of Trust and Fiduciary services including an understanding of operational and financial activities
- Demonstrate a pragmatic and "can do" approach and will appreciate the overriding requirement for client service standards that meet full regulatory and compliance
- Detailed knowledge of all relevant legal obligations and compliance regulations as they relate to trust, company and fiduciary matters
- Good leadership skills and ability to manage a small team
- Knowledge of trust documentation and compliance in Bermuda and other jurisdictions
- Demonstrated ability to think strategically and determine impact of decisions on the firm
- A good communicator with the personality to interact with staff at all levels within the company
- Proficient with all Microsoft Office applications
- Fully conversant and understand the authority levels of this role and those of all relevant stakeholders to ensure full compliance with the trust policies, procedures and regulations
- Excellent organisation and planning skills, be methodical, with strong attention to detail and the ability to deliver on tight timescales

**Resumes with references may be submitted in complete confidence to:**

HR Department, Conyers Dill & Pearman  
P.O. Box HM 666, Hamilton, HM CX  
**Tel:** (441) 295-1422 | **Fax:** (441) 292-3134  
**Email:** careers@conyers.com

Closing date: November 28, 2022

Conyers Trust Company (Bermuda) Limited is licensed to conduct business by the Bermuda Monetary Authority.