



## **RANGE OF OPPORTUNITIES & ROLES**

Harbor View Corporate Services Ltd are seeking a range of talented trust professionals to work with us in rebuilding, restructuring and accelerating growth across our Trust portfolio. We are currently seeking various positions in our fiduciary services business from General Manager level, to Senior Trust Officers and Trust Administrators.

Each successful candidate will hold strong academic credentials, relevant experience in the appropriate disciplines and will also possess an entrepreneurial attitude, a flair for customer service and be a team player prepared to double down and work across a broad and varied caseload.

**GENERAL MANAGER** will be responsible for leading the ongoing transformation of various workstreams relevant to the fiduciary services business including;

- Development and implementation of strategies to enhance customer experience for the fiduciary services;
- Budgeting and driving financial and operating performance to meet/exceed expectations;
- Building upon and maintain enduring client relationships;
- Maintaining operational compliance with company policies and procedures as well as regulatory and internal control standards;
- Managing various stakeholders including Boards of Directors, outside legal counsel, financial advisors and regulators;
- Providing effective management of direct report team. Communicate effectively to ensure optimum performance and morale. Motivate and support the team to ensure the highest level of delivery of services to all clients; and
- Leverage and optimize product opportunities across the fiduciary services business.

**SENIOR TRUST OFFICER** will be responsible for working in conjunction with (and deputizing for) the general manager, assuming responsibility for the day to day management of a varied portfolio of local and foreign trust relationships including :

- Ability to interpret and understand Trust Deeds, DORAs, Deeds of Indemnity and PTCs;
- Maintaining awareness of operational risk and adhering to controls reducing the risks associated with ongoing trust operations;
- Ongoing review of financial activity and position of the trust funds and liaising with accountants in the preparation of financial statements and regular investment reviews;
- Compliance with all requisite reporting requirements including inter alia FACTA / CRS / AML/ ATF policies and procedures
- Liaison with local and foreign banks, brokerage firms, lawyers, accountants, advisors and investment managers; and
- Conducting and implementing fiduciary file reviews and any other matters that may arise in the day to day management and administration of a fiduciary services trust portfolio.

**TRUST ADMINISTRATORS** will be responsible for supporting the trust officers in managing a portfolio of client accounts including :

- Liaising with settlors, beneficiaries, banks, tenants, property managers, lawyers and other parties as required to perform the day to day administrative functions;
- Preparing payments, distribution documentation, trustee resolutions, financial activity for the Trusts and ensure full documentation of activities are in accordance with AML / ATF regulations;
- Obtaining customer due diligence and performing Trust file reviews; and
- Provision of administrative support to the fiduciary services team and office generally (e.g. filing, copying scanning).

The successful candidates will receive a remuneration package commensurate to their experience.

**Closing date: 28th March 2023**

Applicants should email resumes marked for the attention of Cherol Anderson at [canderson@cl.bm](mailto:canderson@cl.bm).

Harbor View Corporate Services Ltd, Trinity Hall, 43 Cedar Avenue, Hamilton HM12, Bermuda.