



*Our people are our competitive advantage.*

At Butterfield, we pride ourselves on being approachable, disciplined and proactive. If you embody these qualities and have the necessary experience, you may be the one we're looking for.

## **Trust Officer**

### **Corporate Trust**

This position reports to the Assistant Vice President, Deputy Head of Corporate Trust and is responsible for managing a complex portfolio of Trusts and Companies, in addition to assisting with the supervision of Trust Administration employees.

#### **Your responsibilities will include:**

- interpreting Trust Deeds and related documents to develop and maximise client relationships
- acting as a Trust Company representative to beneficiaries, advisors, colleagues and employees
- developing and conducting presentations to existing and potential clients
- analysing and reporting portfolio performance and proposing remediation as needed
- establishing/maintaining a client meeting schedule to discuss portfolio, resolve concerns, etc.
- functioning as an expert resource to administrative employees, and ensuring their assigned tasks are expedited within established deadlines
- assisting with managing/developing employees as required
- performing other duties including projects as required

#### **Your experience may include:**

- Bachelors degree and a professional designation (i.e. STEP or equivalent) with seven years relevant experience in trust administration, law, accountancy, investments or banking, and/or equivalent
- expert knowledge and understanding of interpreting Trust Deeds, Wills, Bye-Laws, Investment Funds Act 2006, Bermuda pension legislation and other jurisdictions' relevant legislation
- good knowledge of banking principles and procedures
- excellent communication, client service, interpersonal, organisation, team, problem-solving and presentation skills
- proven ability to effectively manage, evaluate, and develop employees
- proficient in Microsoft Office suite of applications

Please apply by 17 October 2011 to:  
Jabar Tuzo-Smith, Human Resources,  
Butterfield, P.O. Box HM 195, Hamilton HM AX  
Fax (441) 292 2073  
[resumes@bm.butterfieldgroup.com](mailto:resumes@bm.butterfieldgroup.com)

Licensed to conduct Trust business by the Bermuda Monetary Authority

[www.butterfieldgroup.com](http://www.butterfieldgroup.com)



**Butterfield**

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