



Assistant Trust Manager

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

Job Summary

This position is responsible for the administration of a portfolio of private trust and companies and the supervision of administrative staff.

Key Job Accountabilities:

- Responsible for a portfolio of accounts in accordance with the terms of the trust instrument and company bye-laws, trust and company law and internal policies and procedures, and consistent with the needs of principals and beneficiaries.
- Manage the administrative staff by providing advice, guidance and support in handling accounts and provide training in systems, procedures and advice on technical issues
- Monitor team productivity and morale
- Manage and control a diversified array of trust assets including those held in underlying companies
- Liaise closely with clients, beneficiaries, co-trustees, accountants, lawyers and investment managers on a time responsive basis
- Monitor and control the performance of third-party providers of investment, custodial, accounting and other services.

Key Job Requirements

- Bachelor's Degree and STEP (TEP designation) plus at least three years' professional experience of trust administration and companies plus one year of progressive management responsibility.
- Consideration for professional designation such as (LLB; CFA; CA) will be given
- Proven knowledge of trust and company laws and practice and company administration
- Knowledge of clients' needs and ability to relate to clients in social as well as business environments
- Strong verbal and written communication skills
- Ability to understand trust and company accounts and the issues arising from their preparation.
- Excellent knowledge of trust deeds, wills, relevant legislation and compliance in Bermuda and other jurisdictions.
- Competence in Microsoft Office Suite

Résumés with references may be submitted in complete confidence to:

HR Department, Conyers Dill & Pearman

P.O. Box HM 666, Hamilton, HM CX

Fax: (441) 292-3134

Email: careers@conyersdill.com

Closing date: November 7, 2011

Codan Trust is licensed to conduct trust business by the Bermuda Monetary Authority.