



## Trust Officer

Trust Corporation International is widely recognised as Guernsey's leading independent fiduciary service provider. Key to our success has been the calibre of the individuals we recruit and the ongoing investment we make in our colleagues.

Due to our continuing growth we are looking for candidates who are self-motivated, team players with strong inter-personal and organisational skills. The successful candidate will join an organisation that prioritises teamwork, knowledge sharing and ongoing training. They will also benefit from direct contact with clients with supervision and support from a team of professionally qualified directors. We offer generous salaries, a rewarding bonus scheme and other competitive benefits.

### The role will involve:

Assisting on a portfolio of clients providing trust and company administration of varying complexity.

Specifically the role will involve:

- Assisting the directors, managers and experienced trust officers in administering a portfolio of clients (to cover all governance, payments, correspondence, banking, keeping the structure in good standing etc)
- Ensure that client invoices are produced and sent to the client in a timely manner
- Ensure that debtors are controlled and debts collected
- Drafting of minutes, resolutions, loan agreements etc
- Ad-hoc tasks or projects as required including assisting on other clients in line with the above tasks

**The ideal candidate will be self motivated and will possess strong inter-personal and organisation skills, attention to detail, as well as:**

- At least 2 years experience in company and trust administration
- Part qualified STEP/ICSA or equivalent, or willing to study towards a relevant qualification
- Proficiencies in MS Word, Excel and Outlook
- Good attention to detail and accuracy
- Experience of Viewpoint would be an advantage but is not essential

The remuneration for this role will be tailored to reflect the experience and qualifications of the successful candidate.