



BONDTRUST

+ FULL TIME / PERMANENT

Trust Manager - Private Clients

At Bond Trust we're always on the look out for first class, organised, driven, personable professionals.

MAIN ROLE / PURPOSE

- + To take responsibility for the administration of a limited portfolio of complex and high risk trusts and companies and provide management and technical support to the Administration team.

KEY DUTIES AND RESPONSIBILITIES

- + Act as a role model to implement a culture which supports Bond Trust's brand positioning and mission.
- + Ensure the brand is upheld at all times and represent the Company professionally at client meetings and enact the ethos of the Company taking direction from the Client Services Director.
- + Ensure engagement of staff members so as to deliver excellent client service, operational effectiveness and efficiencies.
- + Participate in the promotion of a constructive pro-compliance culture that adopts a risk based approach.
- + Take responsibility for the administration and accounting needs of a limited client portfolio of more complex, demanding and/or high risk trusts, companies or other entities.
- + Manage risk exposure by ensuring risk/review procedures are followed at all times and be aware of the need for professional advice and have a good understanding of local Regulatory matters. Monitor the risk profile of matters under administration and ensure that high risk matters receive the appropriate level of attention and monitoring. Escalating any issues arising promptly to other members of the management team and Directors as appropriate.
- + Take responsibility for situations where team members or management may require assistance in relation to client relationships and attend meetings with clients and other professional advisers.
- + Manage the billing and aged debt position of personal and team matters effectively.
- + During periods of absence, to ensure that Directors are fully briefed of any anticipated activities which may arise and that adequate resources are available to the team to maintain a high standard of service to clients.
- + Maintain a good understanding of local Regulatory requirements.
- + Act as an authorised signatory in accordance with the Bond Trust Policy and Procedures.
- + Implement decisions taken or carry out any function/activity reasonably required by the Directors.
- + Take an active role in projects within the department to enhance the client delivery and increased efficiency of the business.

- + Effectively manage the Administrators to ensure a positive and expeditious approach to all client work.
- + Take an active role in staff reviews/appraisals, manage absence and with support and guidance from HR, handle performance issues, as appropriate.

ADDITIONAL RESPONSIBILITIES

- + Carry out any function/activity required by the Management team or Directors from time to time.
- + And any other such duties that might be reasonably required for this role.

PERSONAL QUALITIES

- + Evidence of commitment to high standards of customer service based on understanding needs and delivering solutions.
- + Ability to inspire trust and confidence across the business.
- + Ability to demonstrate and develop in others behaviours aligned with Bond Trust's desired culture:
 - Open
 - Committed
 - Respectful
 - Commercial
 - Independently Minded
 - Professional
 - Positive
- + Excellent interpersonal skills and the ability to communicate effectively with clients and colleagues at all levels.
- + Ability to work under pressure and meet deadlines.
- + A solution driven attitude to problems.
- + Ability to work using own initiative and make decisions within corporate policies.
- + Strong time management and organisational skills.

TECHNICAL SKILLS

- + Demonstrate leadership and management skills.
- + Effective influencing skills and ability to lead within own area and wider business, if required.
- + Evidence of role modelling effective skills as a team player and promoting teamwork and collaboration amongst others.
- + Evidence of effective delivering of excellent service quality.
- + Evidence of a practical and considered approach to problem solving.
- + Corporate governance experience and an understanding and experience of risk mitigation.
- + Excellent written and verbal communication skills.
- + In-depth understanding of Compliance and Risk.
- + Highly effective listening skills, able to make and communicate rational judgements in a decisive manner.
- + Strong relationship management skills.
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- + Highly effective listening skills, able to make and communicate rational judgements in a decisive manner.
- + Comprehensive experience of trust and corporate administration with a strong understanding of industry best practice and corporate governance and a thorough understanding of the local regulatory environment, as well as strong technical knowledge of Trust Administration, Jersey Company Law and the tax implications of various structures.
- + Proven supervisory experience.

PROFESSIONAL QUALIFICATIONS / EXPERIENCE

- + Ideally the post holder will have completed a professional/relevant qualification to Professional Level recognised by the JFSC (e.g. ICSA/STEP/ACCA/Qualifying Law degree).
- + A minimum of 10 years trust and company administration/relevant experience.
- + Maintain continual professional development at a level required by the role and/or existing professional qualifications to meet regulatory requirements.

+ SPEAK TO US

We look forward to hearing from you.

To apply for this position, please submit your CV and cover letter to Sue Powell at Bond Trust.



Sue Powell

Director.

E sue.powell@bond-trust.com

T +44 (0)1534 480403