

Job Advert

Trainee Trust Administrator

LOCATION: Jersey and Guernsey

Responsibilities

Description of the Business Line or Department

Kleinwort Hambros is a leading provider of Trust and Company Administration Services to wealthy individuals. This is a well-established team which is responsible for providing a high-quality service to a large and diverse portfolio of clients.

Summary of the key purposes of the role

To support the team and complete the day to day activities involved in the administration of a number of client entities comprising of trusts and companies.

Summary of responsibilities

- To act as an effective member of the fiduciary team, and to assist other members of the team to ensure that all business objectives are met, and all operational standards and controls are complied with, to maintain a sustainable fiduciary business.
- To help maintain the highest level of trust and company administration to minimise business risk, and to adhere to a culture of compliance with policies, appropriate risk management, and use the principles of treating customers fairly (TCF) where appropriate i.e., when dealing with complaints/queries.
- To assist in the development of working relationships with clients, intermediaries and internal contacts to maximise client retention.
- To demonstrate an understanding of fiduciary responsibility in order to protect the client, yourself, the team and the business.
- Ensure that your own workload is processed efficiently and completed in accordance with established deadlines.
- Maintain training and development to continually improve your ability and performance

Profile Required Competencies

Required:

- No previous work experience required.
- Ability to demonstrate basic communication and relationship building skills, in order to seek information, understand others, facilitate teamwork and build confidence.
- Good numeracy skills
- Attention to detail and accuracy

Desirable:

- Ability to understand basic trust and company legal document and accounts.
- Basic understanding of the relevant laws relating to 'Trust Company Business' in the role location.
- A basic understanding of the duties and responsibilities of a Fiduciary
- Willingness to study towards any of the following:
- Certificate of Offshore Administration
- Level 4 Certificate in Offshore Finance and Administration
- STEP Foundation Certificate in Offshore Trust Management.

Specific Context

People join for the impact they can have on us. They stay for the impact we have on them. A flatter structure offers visibility and exposure beyond that of our competitors, so you know our names, and we know yours. It's personable, human, and inspires success through passion. By encouraging open mindedness and a willingness to share ideas, we have adapted to market changes and thrived through innovation. Bringing words like "hard work" and "dedication" together with "community" and "respect" has enabled us to work collaboratively and build our future together. We call this Team Spirit and it's what makes us different. It's what makes you different.

Environment

If you feel you have the required experience and qualifications, then please apply to the SG Resourcing Team, and we will manage your application. At Société Générale, we believe our people are our strength and are core to the success of our business. As such, we search for, recruit and appoint the best available person on the basis of aptitude and ability, regardless of sex, marital or civil partnership status, race, colour, nationality, ethnic or national origins, pregnancy, disability, age, sexual orientation, religion, belief or gender identity.