**JOB TITLE:**

Assistant Manager, Trust Administration

(

Grade: E

11)

**POSITION REPORTS TO:**

Head of Trust Administration

**JOB PURPOSE SUMMARY:**

To administer

a portfolio of

trusts

and

companies

and other types of entit

ies

required by clients of

Trident Trust

and to provide

support and assistance to other team members.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES/DUTIES**

:

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To participate in the administration of client entities with integrity and to a

high level of

professional competence.

•

To

assist with the

supervis

ion and management of

trust administration staff including allocation

of resources, staff performance,

annual

appraisals

,

development and mentoring.

•

To attend to clients’ requests including

distributions, asset purchase or disposal

, amending the

Trust Deed and updating Letters of Wishes.

•

To liaise with bankers, investment managers, agents and other professionals

as necessary in the

administration of client entities.

•

To liaise with internal de

partments as necessary in the administration of client entities such as

compliance, business development and finance.

•

The check all documents including

t

rustee minutes, director’s resolutions, bank account opening

forms, payment checklists, bank instructio

ns

etc,

before arranging approval from authorised

signatories.

•

The ensure proper records are maintained and controls adhered to.

•

To observe and reinforce internal control policies and procedures and statutory guidelines as

applicable to the role.

•

To ensure

that the database is accurate and kept up to date.

•

To ensure that file notes raised in the system are cleared by the respective administrators.

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To check annual financial accounts.

•

To check annual trust reviews.

•

To review bank advices to identify any

irregular transactions and/or any injections of assets.

•

To attend to queries in relation to trust accounting.

•

To manage safe custody items and maintain register.

•

To check and approve reimbursement of disbursements.

•

To check

client

invoices

for accuracy

monito

r

outstanding invoices.

•

To send out fee invoices and collect fees.

•

To meet chargeable time requirements.

•

To

assist

Trident

with meetings its

regulatory requirements, including but not limited to: risk

assessments, ongoing monitoring, and ongoing CDD

processes.

•

To either comply with any CPD requirements of

your

professional body; or where the professional

body does not require CPD or the individual is not a member of a professional body,

the

minimum

number of

hours

specified by Trident, if any

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•

T

o observe and comply with T

rident’s

internal policies and procedures.

•

To participate in training and tests provided by T

rident

pursuant to T

rident’s

regulatory obligations

to train and test its employees and to demonstrate competency in the topics tested.

•

Anything else reasonably required by T

rident

in the administration of client entities and the

maintenance of T

rident’s

licences and regulatory compliance.

**Skills**

**and Competencies**

**:**

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A minimum of

5

years’ experience in a

trust environment

.

•

Understanding

of the statutory and regulatory requirements, and best practice, for the

administration of clien

t entities from

Singapore.

•

Relevant professional qualification or

ability and

commitment to work towards an approved

relevant professional

qualification

for wh

ich financial support will be offered if required.

•

High degree of professional ethics and integrity

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•

Ability to establish and maintain good relationships

with clients and colleagues.

•

Ability to be tactful and diplomatic and remain calm and professional

when dealing with

potentially difficult situations

.

•

Good analytical and reporting writing abilities

.

•

Excellent

communication skills including good written and spoken English.

•

Takes pride in

their w

ork with attention to detail.

•

An outgoing

personality and a good team player

who is

willing to help others.