

JOB TITLE: Assistant Manager, Trust Administration (Grade: E11)

POSITION REPORTS TO: Head of Trust Administration

JOB PURPOSE SUMMARY:

To administer a portfolio of trusts and companies and other types of entities required by clients of and to provide support and assistance to other team members.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES/DUTIES :

- To participate in the administration of client entities with integrity and to a high level of professional competence.
- To assist with the supervision 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 departments as necessary in the administration of client entities such as compliance, business development and finance.
- To check all documents including trustee minutes, director's resolutions, bank account opening forms, payment checklists, bank instructions etc, before arranging approval from authorised signatories.
- To 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.
- 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 monitor outstanding invoices.
- To send out fee invoices and collect fees.
- To meet chargeable time requirements.
- To assist 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, if any .
- To observe and comply with internal policies and procedures.

Skills and Competencies:

- A minimum of 5 years' experience in a trust environment.
- Understanding of the statutory and regulatory requirements, and best practice, for the administration of client entities from Singapore.
- Relevant professional qualification or ability and commitment to work towards an approved relevant professional qualification for which financial support will be offered if required.
- High degree of professional ethics and integrity.
- 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 work with attention to detail.
- An outgoing personality and a good team player who is willing to help others.