

Conyers Trust Company (Bermuda) Limited (“Conyers Trust Services”) is an international network of licensed trust companies that undertakes a broad range of trust and estate administration services for private clients, corporations and charitable entities. Conyers Trust Services has its headquarters in Bermuda and has affiliate offices in British Virgin Islands and Cayman Islands.

Reporting to the Head of Trust Services, the Senior Manager, Trust Services will be responsible for the day-to-day management and oversight of resources dedicated to the administration of various trust structures, estates and custody accounts for the institutional and corporate service business. This role will also assist with marketing, development and retention of profitable trust business.

This role is expected to work as a member of the Senior Management Team to develop and maintain strong working relationships with key internal stakeholders and affiliated companies and will be responsible for acting up in the role of Head of Trust Services as necessary.

What Will You Do

- Manage and oversee a portfolio high net worth matters in accordance with the terms of the trust instrument and company bye-laws, trust and company law and internal policies and procedures, and consistent with the needs of principals and beneficiaries
- Act as a senior relationship manager and main point of contact with clients in respect of service delivery, ensuring that service excellence is provided within a timely manner
- Prepare and maintain status records and reports on trusts and estates, business development, and financial reporting activities as well as various reports, statements and forms to meet tax, regulatory compliance and governmental requirements
- Assume responsibility for special projects, gather data and assist with the preparation of reports for the board of directors, auditors and other stakeholders
- Maintain ongoing knowledge of existing and new trust legislation and an active awareness of changes in regulatory requirements which may affect trust and estate services
- Assist with the implementation of new policies and procedures to make the team more efficient and in compliance with regulatory requirements
- Assist with developing and strengthening client relationships to ensure client satisfaction by providing expertise as it relates to all aspects of the management of the trust team
- Assist with the management and control of the day to day activities of the trust operations teams in line with the directives of the Head of Trust Services to ensure maximum operational efficiency, the resolution of issues that are operationally related and continuous improvements
- Assist with implementing business development strategies in order to create new business opportunities and achieve the goals and objectives of the business

- Liaise with clients, beneficiaries, co-trustees, accountants, lawyers and investment managers on a time responsive basis and have the ability to process, solve and answer complex client transactions, problems or inquiries
- Supervise the performance of third-party providers of investment, custodial, accounting and other services
- Follow, or in some cases establish, as required, effective controls and processes to ensure risks are measured, monitored and controlled and compliance requirements are adhered to on an on-going basis
- Keep abreast of risk-related changes that may impact assigned work functions and processes

What You'll Need

- STEP professionally qualified (TEP) with a minimum of 10 years management experience in the practice of trust and estate services, including an understanding of operational activities and financial products and services; with a track record of delivering high quality results along with the ability to organize and manage multiple priorities
- Lead a high-performing team, providing direction, coaching and support
- Help to attract, develop and fuel a talent pipeline
- Strong interpersonal skills, with excellent presentation, written and oral communication skills with the ability to instruct others, train personnel and write reports, correspondence and procedures
- In-depth understanding of compliance, CRS, and FATCA
- Detailed knowledge of all relevant legal obligations and compliance regulations as they relate to trust and estate, company and fiduciary matters
- Sophisticated knowledge of trust documentation and compliance in Bermuda and other jurisdictions
- Ability to understand trust and company accounts and the issues arising from their preparation
- Demonstrated ability to think strategically and determine impact of decisions on the business
- Coordinate a high level of activity under a variety of conditions and constraints, whilst remaining independently managed
- Ability to travel as necessary

To apply, please send your CV to careers@conyers.com. Closing date is 26 April 2024.