

## JOB SPECIFICATION

<b>Job Title:</b>	Trust & Company Manager
<b>Company</b>	Legis Corporate Services Limited
<b>Location:</b>	Guernsey
<b>Reporting to:</b>	Trust & Company Associate Director/Director
<b>Roles Reporting to this Position:</b>	A team of Trust & Company administrators/officers

<b>Legis Group:</b>	<p>Legis has been providing multi-jurisdictional corporate and trust structures and supporting administrative services, to institutional and private clients for 30 years.</p> <p>The Legis Group companies carry on operations from the independent jurisdiction of Guernsey, Channel Islands, including administration of client entities registered in other jurisdictions.</p> <p><b>Legis Corporate Services Limited</b> is the principal operating company of the group. It employs all the Legis personnel and acts as corporate secretary to client companies, providing the necessary statutory services to maintain a company in good legal standing and providing such other company administration services as are agreed with the client and the company in question.</p> <p><b>Legis Trust Limited</b> is the main corporate trustee of the group. It acts as corporate trustee to private and charitable trusts established by or on behalf of clients to enable the safekeeping and preservation of assets and it provides trust administration services in respect of assets held in trust.</p> <p><b>Legis Fund Services Limited</b> is the principal fund administration company of the group. It provides fund administration services, including secretarial, administrative, accounting and compliance services to funds and private equity vehicles and to fund managers in accordance with the relevant regulatory legislation.</p> <p>Legis' management and staff comprise approximately 60 people, many with qualifications in the accountancy, company secretarial, fiduciary services and investment fields.</p>
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<b>Position Summary:</b>	<p>This role reports to the Trust &amp; Company Associate/Director and has the following key responsibilities :</p> <ul style="list-style-type: none"><li>○ Manages a team of administrators in all aspects of trust and company administration and has responsibility for the day to day running of the team and its systems</li><li>○ To ensure that staff's utilisation and targets are met and that all internal and regulatory requirements are adhered to.</li><li>○ To manage and delegate tasks to the team members and assist them with tasks and training as appropriate.</li><li>○ Handle and resolve complex/unusual operational and managerial problems that are referred to from above and below.</li></ul>
<b>Specific Duties</b>	<ul style="list-style-type: none"><li>○ Build and maintain solid relationships with clients and intermediaries</li><li>○ Responsible for meeting deadlines whilst providing high standards of client service</li><li>○ Maintain an up to date knowledge of regulatory requirements for the Company's clients</li><li>○ Responsible for team's cash collection and debtor reporting</li><li>○ Responsible for performance management and timely, effective completion of the teams' appraisals</li><li>○ Responsible for ensuring/facilitating the training and development of administration staff in the team</li><li>○ Contribute to management meetings and the enhancement /development of internal practices and procedures</li><li>○ Involvement in the team's budgeting, forecasting staffing requirements, targets and staff utilisation</li><li>○ Provide regular management information to senior management which clearly identifies the progress and position of the team.</li></ul>
<b>Other Requirements</b>	<p>The successful candidate will ideally have:</p> <ul style="list-style-type: none"><li>○ A relevant professional qualification eg STEP or ICSA</li><li>○ Demonstrated a sound knowledge of trust and company administration, recording of financial transactions, understanding of financial reports and relevant regulatory requirements</li><li>○ A proven track record of client service excellence</li><li>○ Evidence of successful client engagement experience</li><li>○ Demonstrated experience of successfully managing a team</li><li>○ Demonstrated ability to meet billing/cash collection targets and deadlines</li><li>○ Demonstrated strong communication, interpersonal, influencing and negotiation skills</li><li>○ The ability to drive and execute tasks and manage others to do so</li><li>○ The ability to foster collaboration and teamwork</li></ul>



# LEGIS

GLOBAL FINANCIAL SOLUTIONS

<b>Signing Powers:</b>	Signatory for Legis Trust Limited.
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Legis Corporate Services Limited, as the lead licensee of numerous assorted Legis Group companies, is authorised under the Protection of Investors (Bailiwick of Guernsey) Law, 1987 as amended to carry out various restricted activities.

The post holder is required to ensure to the best of his or her ability that the duties and obligations imposed by virtue of such authorisations are discharged effectively at all times.

**Signed** ..... **Date** .....