

## JOB SPECIFICATION

<b>Job Title:</b>	Trust & Corporate Senior Administrator
<b>Company</b>	Legis Corporate Services Limited
<b>Location:</b>	Guernsey
<b>Reporting to:</b>	Trust & Corporate Manager/Associate Director
<b>Roles Reporting to this Position:</b>	Trust & Corporate Administrator (in some instances)
<b>Legis Group</b>	Legis has been providing multi-jurisdictional corporate and trust structures and supporting administrative services, to institutional and private clients for over 30 years. The Legis Group companies carry on operations from the independent jurisdiction of Guernsey, Channel Islands, including administration of client entities registered in other jurisdictions.
<b>Position Summary:</b>	To assist senior members of the team in the administration of a portfolio of Trust & Corporate clients by completing all assigned tasks and processes, operating within Legis' controls and procedures, including assisting/guiding junior team members where required.
<b>Specific Duties</b>	<ul style="list-style-type: none"> <li>• Undertake all routine administration for clients or as instructed by the Manager/Associate Director</li> <li>• Accurately effect client banking instructions</li> <li>• Have an awareness of client take on procedures and the associated risk involved</li> <li>• Become familiar with team's existing allocated client portfolio</li> <li>• Ensure quality day to day service for team's client portfolio</li> <li>• Have an understanding of trust and corporate regulatory requirements</li> </ul>

	<ul style="list-style-type: none"> <li>• Communicate effectively and concisely with other team members</li> <li>• Maintain a courteous, positive and professional manner with both external and internal clients /colleagues at all times</li> <li>• Pro-actively work with internal individuals and groups to ensure timely delivery of client data</li> <li>• Ability to resolve queries/find solutions</li> <li>• Be familiar with and adhere to Legis’ internal practices and procedures</li> <li>• Maintain focus on chargeable time</li> <li>• Manage and record own time effectively and accurately</li> <li>• Be responsible and effective in cash collection and control of debtors</li> <li>• Construct accurate written communications – letters, emails, minutes</li> <li>• Take responsibility for self development</li> <li>• To motivate and train junior staff members</li> <li>• Work on agreed training requirements and performance goals to ensure on-going development</li> <li>• Consult and escalate issues and exceptions to senior team members to alleviate problems or risks</li> </ul>
Other Requirements	<p>The incumbent will ideally have:</p> <ul style="list-style-type: none"> <li>• Commenced studying for a relevant qualification</li> <li>• A commitment to a career in trust and corporate administration</li> <li>• Accurate written and effective verbal communication skills</li> <li>• The ability to use MS Word, Excel and Outlook at an intermediate level</li> <li>• A demonstrated commitment to consistently providing quality client service</li> <li>• Good team skills and be flexible to change and the needs of the business</li> <li>• Be detail orientated and analytical</li> <li>• Be capable of working in a deadline/volume driven environment whilst maintaining accuracy and focus</li> <li>• The ability to drive and execute tasks</li> <li>• A willingness to learn new skills</li> <li>• The ability to prioritise and focus on the most urgent and important task.</li> <li>• Exhibited skill in planning and monitoring workload including self management and delegation to administrators in order to achieve goals within expected timescales.</li> </ul>

	<ul style="list-style-type: none"> <li>• A minimum of two years relevant trust and corporate experience</li> <li>• A proven academic record</li> </ul>
Signing Powers:	None

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:**.....