

## ADMINISTRATOR – CORPORATE SERVICES

| JOB IDENTIFICATION           |   |
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| <b>Job Title:</b>            | Administrator – Corporate Services                                    |
| <b>Reports To:</b>           | Senior Administrator  |
| <b>Department:</b>           | Jersey office of the Appleby Corporate Services international network |
| <b>Persons to supervised</b> | None  |

### THE ROLE

#### **Purpose**

To manage a portfolio of client companies and provide quality corporate administration services in respect of registered office and company secretarial aspects in the formation of Jersey companies and delivery of company secretarial and governance services thereto including transfer agency and transactional approval in a timely and efficient manner whilst upholding AGS' core values by promoting a culture of professionalism, teamwork and leadership.

#### **Principal Duties and Responsibilities**

- Responsible for the complete management and delivery of quality corporate administration services for the formation of Jersey companies, and governance services thereto including transfer agency and transaction approval in accordance with the statutory regulations.
- Receives instructions either from the responsible Lawyer or AGS Managing Director to complete the registration of a company or partnership through ViewPoint and take all necessary steps to register the entity.
- Ensures that the corporate records of each company and status of each company is accurately recorded within Viewpoint.
- Responsible for review of requests from duly authorised client representatives for changes to constitutional documents and/or the registers for each company, e.g. increases and reductions of share capital, change of name, appointment/resignation of a Director or Officer and/or

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issuance/transfer of shares, etc. Prepares required documentation and arranges for filings to be filed with the relevant statutory authorities in relation to the changes.

- Maintains the Register of Members, Register of Directors & Officers and Register of Mortgages & Charges of each relevant company and the Register of Partnership Interests of each relevant limited partnership through ViewPoint.
- Manages business intelligence, including capturing all contact details (where appropriate) and business development related activity within relevant systems in accordance with internal policies and procedures.
- Files documents as appropriate in the physical files of the company and maintains electronically the records in ViewPoint when receiving general mail and documents from the client, the Companies Registry & the responsible Lawyer, etc.
- Drafts Minutes/Resolutions under guidance of the responsible Lawyer as requested in relation to an assigned portfolio of local and international companies.
- Seeks guidance, as necessary, from the Lawyers and Managing Director in relation to the provision of corporate administration services.
- Ensures that all annual filing and license fees and annual returns that are payable by each relevant entity required to be made are paid or filed, as the case may be, to the relevant authorities when due.
- Ensures that all questionnaires are sent out annually to all Ordinary Companies within assigned portfolios in advance so that the Annual General Meetings can be prepared and executed in time for the filing of the Annual Returns & Lists for all Ordinary Companies in accordance with the regulations.
- Ensures invoices are prepared and issued annually and on an ongoing basis. Follows-up on any outstanding invoices.
- Follows-up on missing KYC as necessary to make sure each company is compliant and/or requests the necessary KYC documents where changes have occurred in the Directors and/or Members of the company. Requests assistance from Compliance as needed.
- Completes time recording on a daily basis to record 7.5 hours per day either through recording billable or non-billable time.

**Knowledge, Skills and Experience Required**

To be read in conjunction with the Appleby Global Services Career Development Framework, with reference to the role of Administrator I and II. The specific areas of focus are around the three core values of Integrity, Collegiality and Excellence demonstrated through the areas of Client Skill, People Skills, Business Management and Business Development.

- Specific key areas of focus from the Career Development Framework:
  - An undergraduate business or law degree or a minimum of 3-5 years prior experience in a similar role. Experience in registered office and company secretarial aspects of capital markets and fund services structures.
  - In-depth knowledge of corporate administration; actively working towards Level 4 Certificate and likely to be an affiliate member of an recognised professional association.
  - Works collaboratively and is open to learning from others and shares knowledge
  - Takes ownership of tasks
  - Seeks regular feedback on performance from colleagues
  - Manages time effectively
  - Ensures adherence to all compliance procedures
  - Excellent client relationship and interpersonal skills.
  - Experience in MS Word, Outlook, DMS and corporate administration database software (preferably Viewpoint).
  - A strong sense of commitment and responsibility.
  - Excellent verbal and written communication skills including excellent spelling, grammar and punctuation.
  - Sound organisation skills
  - Maintains CPD requirements
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