

SENIOR CORPORATE ADMINISTRATOR

JOB IDENTIFICATION	
Job Title:	Senior Corporate Administrator
Department:	Fiduciary

THE ROLE

Purpose:

Responsible for providing corporate administration services to a varied portfolio of Appleby Global Services corporate secretarial clients, which will include both commercial and private client structures. Responsible for coordinating and managing the listing process for some clients while ensuring client work is completed per legal, regulatory and industry best-practice guidelines and that relevant policies and procedures are being followed. The role will involve completing duties for our Bermuda office and the Group as required.

Principal Duties and Responsibilities

- Possess a thorough knowledge of corporate administrative functions and relevant procedures while ensuring the delivery of corporate administration services to a portfolio of clients and ensuring that service excellence is provided in a timely manner
- Maintain client corporate records according to company by laws, and the statutory and regulatory requirements set out by the Regulators, and any other relevant legislation.
- Act as Company Secretary providing senior corporate administration services to clients, including liaising with clients and arranging/ attending board meetings, statutory and regulatory compliance, governance and best practice advice.
- Develop and maintain close working relationships with new and existing clients within the group, suppliers, and intermediaries and strengthen key relationships through regular contact, ensuring service excellence at all times
- Provide relief to team members in attending client meetings and where applicable record and transcribe minutes

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- Must have at least 7 years' experience in Corporate Administration
 - Relevant degree in Finance, Law, Management or Financial-related subject or equivalent. ICSA or STEP qualified or equivalent.
 - Must be willing to learn other jurisdictions Companies Act and legislations and be fully conversant with all company secretarial and board governance areas.
 - Must have working knowledge of AML/CTF regulations, and FATCA and CRS requirements
 - Must have a broad knowledge of the market in which Appleby operates, consequently having the ability to balance the client needs and Appleby's commercial expectations in developing client strategies
 - Understand the principles and practices of company administration, to include funds, insurance companies and SPVs with a proven track record in handling complex fiduciary issues
 - Good knowledge of the laws relating to money laundering and terrorist financing. In addition, the person will be expected to be conversant with AML/CFT internal controls and procedures and also have a good knowledge of the international obligations concerning AML/CFT
 - Understand the client's immediate and long-term needs, with the ability to deal effectively and courteously with clients, advisors, intermediaries, attorneys and colleagues, and to exercise discretion and confidentiality in all matters.
 - Willing to work from 3pm noon to midnight Mauritian time.
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