



Trust Administrator

There's more to work than work...Bourse offers employee the stability of an established finance company, along with the chance to learn, grow, advance, and make a difference. We are innovative in offering flexible solutions for trusts, pensions and complex structures, working in small teams with easy access to a Director. We encourage employees to come up with new and innovative ideas on how to improve our systems. We have an exciting calendar of social events and actively support local charities.

Role summary

Responsibility for the daily administration of a small portfolio of clients including company and trust structures of varying complexity, whilst providing assistance to other team members. The role involves daily contact with relationship managers, clients and intermediaries.

We require cover during our core business hours of 8.30am – 5.00pm Monday to Friday (but we can be flexible for this particular role).

Our ideal candidate

Will be hardworking and keen to learn, and possess good communication and numeracy skills, will be accurate and apply excellent attention to detail to their work. In addition, they will:

- Be someone who is already studying towards, or wishes to commence either STEP or ICSA. Bourse will actively support professional study;
- Have a minimum of two years fiduciary experience and an understanding of international trust and company structures;
- Have an interest in trust and company law, tax concepts and practices;
- The ability to build and maintain relationships to ensure a timely response to clients;
- Be able to recognise and identify potential problems/risks and report these appropriately;
- Demonstrate understanding to all AML related procedures relevant to the role;
- Be involved in the preparation of the new business packs for our Life Company products.

Please email any relevant CVs to Karen Ferneyhough at karen.ferneyhough@bourse.gg or give her a call on 737901 to discuss.