

# Company Secretarial Administrator

February 2021

Trident Trust is a leading independent provider of corporate, trust and fund administration services to the financial services sector worldwide, employing over 900 staff across a global footprint that spans Africa, the Americas, Asia, the Caribbean, Europe and the Middle East. Client focussed and service orientated, we only employ individuals who are professionally minded, committed and able to demonstrate good interpersonal skills. The Group offers a stimulating and rewarding professional environment and is truly international in its outlook and culture.

## The Role

The company secretarial administrator role encompasses all aspects of the CoSec department. Key elements of this role are to ensure that the client services department receives efficient and professional service, and that all data is entered and managed in an efficient and secure manner.

## Duties

Company secretarial administration duties will include but not be limited to the following:

- Responsibility for company secretarial and associated administration duties for the all entities administered by Trident
- Production of minutes, issuing of notices and maintaining statutory records
- Maintenance of various registers as required
- Responsibility for maintaining company secretarial records for Trident's clients
- Provide input into the maintenance of systems utilised, particularly in relation to the specific forms produced within the CoSec department
- Assist with preparing and filing annual returns
- Liaising with the Jersey Financial Services Commission and Jersey Registry on company secretarial matters as necessary, such as filing special resolutions, and filing registry forms in relation to beneficial owners and controllers information, company dissolution forms, change of registered office, and incorporation forms
- Maintain a good understanding of local and other jurisdictional regulatory requirements (BVI, Cayman, Bahamas), including keeping abreast of changes in legislation and the regulatory environment and taking appropriate action
- Take steps to ensure compliance with local and other offshore jurisdictions' statutory obligations

- Provide assistance on client matters including addressing statutory review action points and collating outstanding documentation
- Update the Viewpoint database as necessary
- Prepare stock transfer forms, share certificates and declarations of trusts
- Prepare documents for legalisation/notarisation
- Maintain a thorough understanding of all processes involved in the establishment and ongoing maintenance of all entity types
- Use of company seals and updating seal registers
- Setting up and renewing LEI memberships for entities where membership is required
- Incorporation of new entities: prepare incorporation forms and documents as required, file documents with the registry, and prepare inaugural packs (minutes, appointment letters, share certificates)
- Assist with company secretarial related queries from the client services teams
- Provide general support to the company secretarial manager with various matters

## Qualifications and Skills Required

- More than three (3) years' experience in trust and company administration, and a Table 5 qualification, i.e., STEP or ICSA
- Working knowledge of Viewpoint and Microsoft Office (primarily Word, Excel and Outlook)
- Team player, reliable and a motivated self starter with drive and initiative
- The ability and initiative to multi-task and exhibit uncompromising attention to detail
- A high level of interpersonal and communication skills

## Training

Not only will on-the-job training be provided, but Trident offers opportunity for employees to enhance their technical knowledge and experience by operating a financial assistance policy that promotes further study.

## Job Type

- Permanent, full-time, 9.00am to 5.00pm, Monday to Friday (35-hour week)
- Must be entitled to work under Jersey employment regulations

## Remuneration

Salary commensurate with experience and qualifications.

### Applications

Applications, which will be treated in the strictest of confidence, should include a full C.V. Please submit as follows:

Office Manager  
Trident Trust Company Limited  
11 Bath Street, St Helier, Jersey, JE4 8UT  
Email: [hfitchet@tridenttrust.com](mailto:hfitchet@tridenttrust.com)