

Account Manager Level 3 – Corporate Services

April 2021

Trident Trust is a leading independent provider of corporate, trust and fund 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. We are seeking a talented corporate services account manager to join our established Cayman office. Client focussed and service oriented, we only employ individuals who are professionally minded, committed and able to demonstrate good interpersonal skills.

The Role

Responsibilities will primarily entail managing client relationships and handling a high daily volume of corporate and liquidation matters for a diverse range of clients.

Duties

- Day-to-day management of administrative matters relating to our companies, trusts and partnership entities
- Ensure corporate matters are administered in accordance with constitutional documents and any other relevant documents of the companies
- Communicate extensively with existing and prospective clients, their counsel and other professional advisors including auditors, attorneys, investment bankers and onshore trustees, with limited supervision
- Attend to incorporations, set-up of complex corporate structures, strike-offs, transfer-outs and voluntary liquidations
- Maintain company registers such as the registers of shareholders, directors, officers and charges
- Initiate procedures for legalizations, apostilles and voluntary liquidations, and obtain various relevant documents, i.e., Certificates of Good Standing, Incumbency and Dissolution
- Produce shareholder resolutions, and update company records and related spreadsheets
- Coordinate and manage client board meetings
- Prepare and file annual returns and liquidator's voluntary final returns, and attend to final liquidation meetings; also publish notices with the Cayman Islands Gazette and regulatory bodies such as the Registrar of Companies and the Cayman Islands Monetary Authority
- Liaise with the finance and compliance departments in relation to invoicing and satisfaction of due diligence requirements

Qualifications and Experience

- Bachelor's degree and/or professional designation of chartered secretary or equivalent
- A minimum of five (5) years of experience directly related to the corporate services industry in Cayman
- Sound knowledge of the procedures involved in striking off and dissolution of various corporate structures
- Familiarity with relevant legislation such as the Companies Act and Exempted Limited Partnership Act
- Experience with regard to handling voluntary liquidations
- Strong attention to detail, and the ability to analyze information and make appropriate decisions
- Experience with the Microsoft Office suite of applications and proficiency in CORIS, CAPS, REEFs and ViewPoint

Compensation

Salary and benefits will be commensurate with experience and qualifications, and will be in the US\$75,000 to US\$85,000 range.

How to Apply

Applications will be treated in the strictest of confidence. Please clearly outline the skills and attributes you would bring to the role, your availability and salary expectations.

Applications in writing, including resume, should be sent by email to: humanresourcesTCAY@tridenttrust.com.