

**Job Title: Senior Administrator – Corporate Services (Line Group)****Job Summary**

Reporting to the Senior Manager or Manager (hereinafter referred to as “Team Leader”), the Senior Administrator will have a proven track record in the delivery of professional and skilled company secretarial services to a large portfolio of the firm's client companies based in Gibraltar and/or in international locations across the world.

**Duties and Responsibilities**

Responsibilities and tasks include, but are not limited to, the core areas of support described below:

- Strengthen your understanding of the business, its procedures and systems.
- Familiarize yourself with the business and services provided, to include the rationale for the business/services
- Assist with the day-to-day management of a portfolio of companies in accordance with applicable laws, regulations, and the terms of governing instruments ensuring the Firm's ethos of a high-quality service is delivered on every occasion.
- Assist with all aspects of administration of client structures on a daily basis including companies from various Jurisdictions (including LLPs and LLCs) and various transactions from the creation of companies, changes to their corporate officers; capital; shareholders; beneficial owners; advisors; insolvency and termination; whilst taking due care to ensure that all transactions are validly completed in line with the law, internal rules of the client company and the firms procedures.
- Ensure the accuracy of initial input of statutory data on to ViewPoint upon establishment/take-on of client entities and the subsequent maintenance of these statutory records.
- Under the supervision of the Team Leader take and record instructions from clients taking all steps necessary to give effect to those instructions including: attending client meetings and overseeing the end to end management of board meetings; drafting file notes; updating the client database; forwarding instructions to other parties; drafting, preparing and reviewing corporate resolutions and board minutes; amendments to articles, preparing statutory returns and Companies House submissions/filings.
- Under the supervision of the Team Leader consider and review legal and transactional documentation for accuracy; ordering documents from external parties including Governments, registered agents etc. whilst exercising due care and attention to ensure documentation is accurate and compliant.
- Liaise with Banking Department including assisting in bank account opening process, preparation of payment instructions in anticipation of approval from Team Leader or Manager, and monitoring execution of bank transfers. Monitor bank account transactions in accordance with anti-money laundering regulations and requesting confirmation from the client in order to ensure in line with the business activities.

- Liaise with Accounting Department and external accountants in relation to the preparation of company accounts and the maintenance of appropriate financial records.
- Liaise with colleagues from other professions including with lawyers, accountants, tax advisors, legal advisors, investment brokers, bankers, property managers, agents, etc.
- Under the supervision and direction of the Team Leader assist in the analysis and management of situations involving potentially high fiduciary risk, using technical knowledge of corporate governance and exercising sound judgement.
- Ensure all client assets are correctly identified, allocated, protected and under full custody and control and that the asset folder in ViewPoint correctly reflects all assets.
- Ensure procedures, standards and protocols are adhered to and uphold sound working practices to the satisfaction of key internal and external stakeholder/regulators, compliance and auditors.
- Contribute to business and team objectives through active involvement in projects.
- Attend regular meetings with the Team Leader and other members of the team as necessary to discuss matters relating to the portfolio.
- Ensure the fair charging of time spent on a daily basis and manage own WIP, cash collection and debtors' process. Work efficiently to minimize write-offs. Assist the credit control team to contact clients and secure payment of fees and outstanding invoices;
- Under the supervision of the Team Leader undertake risk analysis in conjunction with or by assisting the Compliance Department with 'know your client' verification checks on new client relationships to ensure compliance with the firm's Systems of control to prevent money laundering and/or terrorist financing activities.
- Assist with periodic risk and client reviews on a frequency determined by the business including the maintenance of company records, files and contacting clients for information and/or documentation in order to update records; respond to requests for information from senior management and other teams/team members;
- Assist with the follow up and maintenance of FATCA and CRS procedures.
- Assist with the supervision, support and on-the-job training of junior colleagues.
- Continue with personal on-the-job training to update and maintain knowledge and skills required to perform in the role effectively and undertake CPD where applicable to demonstrate and maintain competence.
- Contribute to the overall success of the department by deputising for colleagues when necessary.
- Undertake any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This job description is provided only as a guide to assist the employee in the performance of their job. The Firm is a fast moving organisation and therefore changes in employees' duties may be necessary from time to time. The job description is not intended to be an exhaustive, inflexible or finite list of tasks and may be varied from time to time in the light of changing circumstances after discussion with the postholder.

### **Person Specification**

The ideal candidate for the role will demonstrate the following:

- Sound intellectual skills evidenced by a strong academic background to graduate level or equivalent combination of education, training and experience.
- Undertaking relevant industry training or qualifications such as CGI / CILEX
- Knowledge of the principles of corporate governance and understanding of corporate ownership structures and their tax implications and applicable laws and regulations in Gibraltar and/or other international jurisdictions.
- Experience of preparing minutes and other ancillary documents, preparation of payment instructions and monitoring execution of instructions
- Knowledge of KYC and Anti-Money Laundering, FATCA and CRS procedures
- Ability and confidence to work independently
- Excellent knowledge of MS Office suite - Excel and Outlook essential.
- Experience of Viewpoint system or equivalent would be an advantage.
- Able to successfully form, build, develop and maintain positive and effective working relationships with people from a wide range of personal and professional backgrounds up to and including Board level.
- Excellent written, verbal, and face to face communication skills – this is especially important to build and maintain relationships with current and new clients and manage fiduciary relationships to ensure a timely response to clients
- Demonstrates excellent organisational, time, project and diary management skills and the proven ability to balance competing and often conflicting demands for resources in order to achieve objectives without sacrificing quality and accuracy.
- Client orientated with the ability to handle highly confidential information and maintain high levels of confidentiality and discretion at all times.
- Excellent attention to detail and accuracy.
- Committed to the delivery of the highest levels of customer service.
- Able to work successfully as part of a team.