



Candidate Briefing Document

Overview

Ogier is one of the world's leading providers of offshore legal and fiduciary services with a presence in the British Virgin Islands, Cayman Islands, Guernsey, Jersey, Hong Kong, Ireland, London, Montevideo and New Zealand.

We have long established relationships with many of the world's leading international financial institutions, professional advisors and regulatory bodies, are consistently highly rated in independent research studies and regularly lead offshore league tables.

We offer clients the strength in depth to handle the largest, most demanding and complex offshore transactions and we pride ourselves on being able to provide expert, efficient, and cost effective legal and fiduciary services across all time zones.

We also recognise that our business is a people business and we invest substantially in recruiting, training and retaining the best people to ensure that our clients have access to the highest quality offshore legal and fiduciary advice. Many of lawyers joined from leading City of London and US based firms and bring a wealth of international knowledge and experience in their respective areas.

Top Offshore Law Firm - Alpha Awards 2007

Offshore Law Firm of the Year - The Lawyer Awards 2007

Jersey Law Firm of the Year - Who's Who Legal Awards 2007

Offshore Law Firm of the Year - Citywealth Magic Circle Awards 2007

Values

At Ogier we have designed a set of values that define what clients expect from us. These are:

Quality: We consistently deliver the right individual solution to exceed the standards of performance our clients expect in a timely efficient manner.

Strength: We are able to deliver the very best offshore solutions because we can select and utilise the most appropriate jurisdiction from our extensive global network.

Partnership: We have an open approach to everything we do. We share intelligence across borders and across functions to achieve our shared goals. We build and nurture strong relationships with our clients, colleagues and suppliers.

Energy: We use drive and determination to be the best in all areas of business in which we operate.

Innovation: We continuously seek new and creative ways to maintain our leadership and improve business delivery, ensuring a high standard of quality, efficiency and speed.

Intelligence: We draw on our expertise to understand client requirements. We learn from them and anticipate future needs.

IT Department

The IT Department at Ogier has recently undergone an independent review which has included a restructure of the entire department. A structure chart is shown over the page. Roles and responsibilities have been changed to ensure that the IT department is best placed for the rapid growth of the Ogier business expected for the foreseeable future.

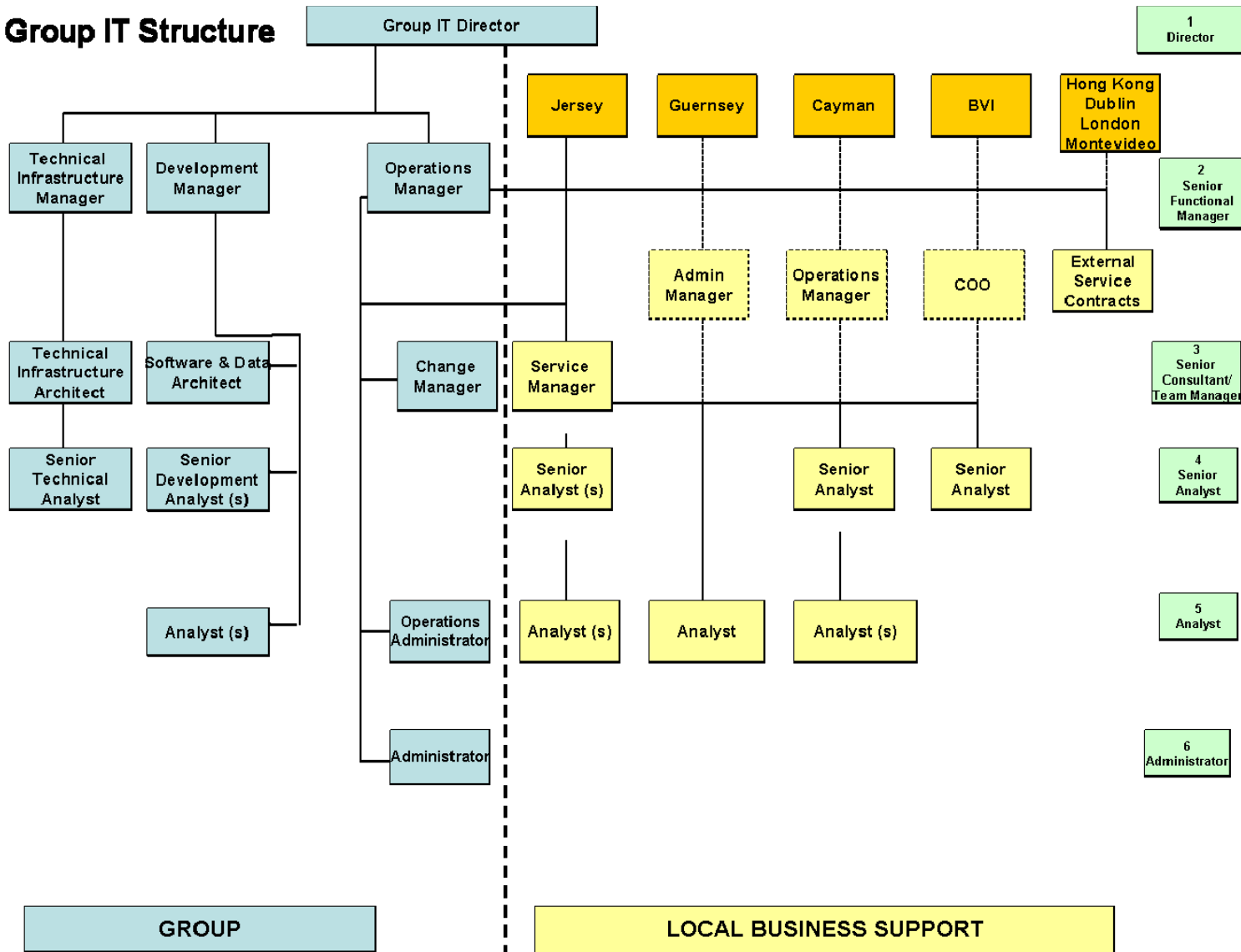
IT Development Team

This is a very busy team which deals specifically with the application support of Ogier's database platform. The team's time is split roughly equally between business analysis, technical development and day to day helpdesk issue escalation. Business analysis involves meeting with key business personal to discuss their requirements and creating a formal technical specification document to communicate the requirements to external developers. Technical development involves the provision of internally developed solutions within the existing application framework with reporting and SQL development.

Ogier is looking to recruit senior analysts and analysts to increase the size of the IT development team. The analyst role would suit individuals with a numerate and technical background looking to specialise in the database management / application support area of I.T.

IT Department Structure Chart

Group IT Structure



Job Overview

Title: Development Analyst

Position Purpose

- To provide administration and day to day operational support to Ogier's primary database application systems (eg. Elite, Navision, Plantrack, Accounting Frameworks, Interaction)
- To assist in conversion, implementation, maintenance and development of new & existing applications
- To deal with the day to day helpdesk issues escalated to the development team.
- To manage and administer data management tasks such as imports / reconciliations / report production

Relationships & Delegations

Reports to: Development Manager

Performance Expectations & Deliverables

Key Accountabilities

- To learn and develop specific database applications
- To contribute to the development of all database applications
- To develop a full understanding of all database applications
- To develop report writing and SQL programming skills

Data Management

- To contribute in providing one central point for Data Management within the Group
- To contribute to the management and co-ordination and validity of data

Project Management

- To support the Development Manager in all relevant IT projects

Competencies

- Relevant IT qualification or be prepared to study towards obtaining qualification
- Teamwork

Required Technical Skills/Experience

- Strong numeracy skills and able to demonstrate and attention to detail

Other Desirable Skills/Experience

- Technical background and database / application support experience