



## Overview

Ogier is one of the world's leading providers of offshore legal and fiduciary services. The group employs over 850 professional and support staff and has a presence in nine jurisdictions around the world, namely Bahrain, the British Virgin Islands, the Cayman Islands, Guernsey, Hong Kong, Ireland, Jersey, London, Shanghai and Tokyo.

Corporate and finance law and associated fiduciary services form the core of our business, principally in the areas of banking, corporate and commercial, investment funds, private client, real estate investment, and structured finance. At the same time Ogier is a full-service firm, with strong practices in the areas of employee benefits, employment law, litigation and property.

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.

## Values

Ogier is on a growth path. There is an essence about Ogier that defines us, makes us different from other firms: what draws clients to seek us out instead of our competitors and what makes us the best company to work for.

This special formula is a powerful aspect of Ogier that fuels our success and is an important part of our strategy. As we grow and become more sophisticated, more diverse, more successful and have many more people, we must harness and nurture these unique values to enable our growth. So we are taking the step of formally restating our Ogier "Values".

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|------------|--|
| TEAMWORK   | We work together and support each other                              |
| RESPECT    | We treat others as we want to be treated ourselves                   |
| QUALITY    | We are all about the delivery of excellence in everything that we do |
| COMMITMENT | We do whatever it takes to make things happen                        |
| INTEGRITY  | We act fairly and honestly in all that we do                         |

## About Ogier and Two Seas Trust

Two Seas Trust is a joint venture between Ogier Fiduciary Services (Jersey) Limited and Keypoint Consulting W.L.L. and is regulated by the Central Bank of Bahrain for the conduct of trustee, administration and related services. This includes employee benefit solutions and the administration of trusts and companies which own a diverse range of assets globally and in the GCC.

Keypoint is a leading provider of statutory advisory, accounting, fund administration and recruitment services in the Middle East. Based in Bahrain they currently provide corporate administration and fund administration services to a wide variety of clients including banks, individual's real estate and private equity houses.

Prior to 2006, Keypoint formed part of Ernst & Young Middle East. Keypoint is licensed by the Ministry of Industry and Commerce in Bahrain and where relevant the Central Bank of Bahrain for the conduct of all aspects of its business.

## **JOB DESCRIPTION AND REQUIREMENTS**

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|------------------|---|
| <b>Position:</b> | Associate Director / General Manager - Business Development                         |
| <b>Company:</b>  | Ogier Fiduciary Services (Jersey) Limited - Bahrain Branch<br>Two Seas Trust BSC(c) |
| <b>Location:</b> | Bahrain   |

The Associate Director ("AD") will be responsible for leading the new business development and client relationship maintenance aspects of our fiduciary services business in Bahrain. The AD will be expected to undertake certain responsibilities for the oversight and management of the delivery of fiduciary services by Ogier Fiduciary Services (Jersey) Limited ("OFSJL"), including the provision of services through the Corporate Services, Fund Services and Ogier Private Wealth ("OPW") service lines to, or in respect of, client entities incorporated or registered in any of our locations.

The AD is expected to assist with the preparation of business planning and budgeting for OFSJL and to take primary responsibility for the preparation and maintenance of an annual business development plan for the business, to be carried on in conjunction with Ogier, Bahrain.

### **REPORTS & DELEGATIONS**

The AD will report to the Employee Benefits ("EB") service line leader, Tania Bearryman, in her capacity as Group Director with responsibility for OFSJL - Bahrain. The AD will also be required to work closely with the employee benefits management team, who will have day to day management oversight for Middle Eastern clients administered from Jersey. The AD's business development and client relationship role will be carried on in close consultation with the OFS partners and Matt Haynes, Ogier's business development manager for EB and OPW. Direct reports to the AD will include all directly employed staff within OFSJL - Bahrain.

### **PERFORMANCE EXPECTATIONS & DELIVERABLES**

The AD will be expected to:

#### **Business Responsibilities**

- Identify and target new business opportunities consistent with Ogier Group strategies;
- Conduct the initial sales approach to generate interest in the OFSJL- Bahrain service offering;
- Develop client specific service proposals, linking in with Ogier's legal practice(s) to provide a combined legal and fiduciary fee proposal where appropriate;
- Secure commitment from clients to engage OFSJL - Bahrain / Jersey and/or Ogier Fiduciary Services and/or Ogier's legal practices, more broadly;
- Oversee the 'on-boarding' of new clients in conjunction with the responsible staff of OFSJL and Ogier's other relevant businesses;

- Conduct periodic service review meetings with existing clients to ensure excellent client service and to explore additional sales opportunities;
- Assist in effective management through proper systems and controls;
- Liaise with the Ogier Fiduciary Services Group Executive, EB Group Director, partners of Ogier and all other relevant groups and support services to produce an annual business development plan for OFSJL - Bahrain and to assist in the preparation of OFSJL's annual business plan and budget for EB and OPW specifically;
- Monitor the performance of OFSJL - Bahrain within the agreed objectives;
- Prepare a regular report on the office activities and major achievements of OFSJL - Bahrain to be circulated to the wider Corporate Services management team and the Ogier Fiduciary Services Group Executive, to include:
  - significant (new) clients and matters; and
  - updates on other initiatives with respect to prospective clients and intermediaries, as well as existing and potential service line offerings.
  - regulatory and risk management updates in the region
- Participate in quarterly meetings of the board of directors of Two Seas Trust, as required;
- The Associate Director is responsible for the effective take on of all new engagements that their team will administer including the agreement of fee arrangements (in conjunction with the relevant client partner) and the establishment of a methodology for the administration of the engagement all within the framework of the OFS procedures manual.
- The Associate Director is responsible for monitoring, maintaining and improving the profitability of his or her team.
- Associate Directors are responsible for ensuring that team members record their time in accordance with the policies and procedures issued from time to time (the amount of time recorded, the narrative ascribed to timelines and in ensuring that timelines are promptly entered onto the time recording system).
- Associate Directors are responsible for the collation and maintenance of their team's billing information (in the form of a billing schedule or such other OFS system as may replace this system from time to time) and must ensure that work in progress is billed or written off against previous billings as frequently as possible.
- The Associate Director is responsible for his team's credit control and is responsible for monitoring and maintaining debt levels in accordance with Group policies. In this regard, the Associate Director is responsible for ensuring that the team's fees are settled as promptly as possible (whilst not being responsible for the issuing of a letter 4; issuing of proceedings and the authorisation of write offs).
- The Associate Director will be expected to act as a director of companies administered by Ogier Fiduciary Services in accordance with policies and procedures issued from time to time.

- The Associate Director may be expected to act as a director of Ogier Fiduciary Services operating companies in accordance with policies and procedures issued from time to time.
- The Associate Director may be expected to act as an authorised signatory of Ogier Fiduciary Services in accordance with policies and procedures issued from time to time.
- From time to time, Associate Directors can expect to be asked to undertake project work either on behalf of their team or of OFS.
- Liaise with the OFS partners and all other partners and the firm's support services' staff wherever necessary or appropriate for performance of the above duties.

### **Team Management Responsibilities**

- Assist in developing and implementing direct management reporting lines within the OFSJL - Bahrain team, as appropriate, and to the Ogier Fiduciary Services Employee Benefits management team in relation to the management, operation and performance of OFSJL - Bahrain;
- Contribute, as required, to the review of, and recommendations for, OFSJL - Bahrain team member salaries and bonuses;
- Assist, as required, in the conduct of direct report appraisals and objective setting in a timely and objective manner;
- Assist, as required, in the recruitment of new fee earners and team support staff; and
- Prepare and present seminars to staff and clients, as and when required.
- The Associate Director is responsible for monitoring and maintaining the work loads of team members and specifically for ensuring that team members are allocated work and responsibilities of a type and volume appropriate to each team member's experience, qualifications and ability.
- The Associate Director is responsible for preparing an annual budget for their team in accordance with the policies and procedures issued from time to time.
- The Associate Director is responsible for monitoring their team's performance against budget throughout the year as appropriate and analysing variances with regard to the same.
- The Associate Director should strive to develop a commercial and performance orientated culture within their team. They should also seek to develop a true service culture within their team ensuring that the highest quality work is achieved consistently in all areas with a strict adherence to deadlines.
- The Associate Director will be expected to complete and input timesheets on a daily basis.
- Whilst the development of training programmes, their organisation and monitoring etc. are the responsibility of the Training Manager, each Associate Director is responsible for identifying training needs for their Team Members as well as

monitoring the attendance of Team Members at training courses (whether external or internal) in accordance with OFS procedures.

- Each Associate Director is responsible for the discipline of their team and enforcing the policies set out in the staff handbook.

### **Regulatory & Compliance Management**

- Take on the role of Money Laundering Reporting Officer ("**MLRO**") for the Ogier Bahrain Branch and Two Seas Trust; and
- Associate Directors are responsible, together with all other managers, for identifying procedures and standard documents needed by their team and OFS generally. However, the development and adoption of standard documents, policies and procedures is determined at a Group level. Once procedures and standard documentation has been adopted by OFS it is the Associate Director's responsibility to ensure that their team is made aware of, utilises and complies with such procedures and standard documents in order to ensure that OFS manages risk and ensures that it complies with all regulatory requirements and best practice generally.
- The Associate Director is responsible for ensuring that all potential litigation, claims and complaints against OFS or Two Seas Trust and further or alternatively Ogier, are reported to the Chief Operating Officer and, where appropriate, the Compliance Manager.