



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 operates in various jurisdictions around the world.

Through our network of offices we advise our clients on all aspects of BVI, Cayman, Guernsey and Jersey law plus associated fiduciary services. Our global network of offices means that we are able to cover all time zones and key financial markets.

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 and makes us different from other firms. Our Values support our vision to be the best offshore integrated legal and fiduciary services provider by guiding us in the way we deal with clients and colleagues.

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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 |

Jersey

Jersey, the largest of the Channel Islands, is one of the world's major international finance centres. The successful combination of stability and reliability has kept Jersey at the forefront of global finance for almost half a century. Government determination to encourage high quality business to the island, and the support offered by the sophisticated and comprehensive infrastructure of laws and regulations, combine to promote investor confidence.

Jersey's status as a Crown Dependency gives the Island constitutional rights of self-government and judicial independence. This offers both businesses and investors the benefits of an independent international finance centre which is close to the UK and mainland Europe.

Job Description	
Job Title:	Senior Administrator
Jurisdiction:	Jersey
Department:	OFS Operations – Corporate Governance Unit
Responsible to:	Associate Director, Corporate Governance Unit
Closing Date:	(Applications will be progressed as received)

Purpose of Job:

The role of a Senior Administrator is an operational, none client facing, position within OFS. This post forms a pivotal part of the Corporate Governance Unit of OFS Operations and the administration of the Ogier operating companies.

This post represents a position of front-line responsibility for the management and control of the following key functions:

- Promoting a good corporate governance culture within Ogier;
- Maintaining the statutory and corporate records for all Ogier companies;
- Ensure that the affairs of Ogier and the Ogier companies are managed in accordance with relevant laws and the standards of service set by the firm;
- Contribute to the continuing development and maintenance of an effective corporate governance function at Ogier; and
- Attend and constructively contribute to Corporate Governance Unit and OFS Operations team meetings and other internal meetings and events as required from time to time.

Key Responsibilities:

OPERATIONAL

Board Meetings - Ogier Companies

- Setting meeting dates to maximise attendance.

- Organise meeting place (with all necessary resources and refreshments).
- Send invitations to all potential attendees (including those parties who are not members of the relevant Boards but who need to attend to address the Boards, present a paper to the Boards or answer the Boards' queries).
- Validate and record apologies and alternate arrangements.
- Liaise with business and service heads to identify matters arising which are within that Boards' terms of reference.
- Identify, record progress on and, where necessary, draft a report to the Boards concerning action points arising from previous meetings.
- Ensure standard reports for the meeting are prepared and received and comply with the approved format.
- Prepare and circulate a prioritised agenda, supporting papers and minutes of the previous meeting in accordance with agreed policy.
- Attend or designate alternate to attend as Meeting Secretary.
- Where matters to be discussed are to be kept confidential from one or more of the attendees, to take note of and manage their partial attendance.
- Take comprehensive minutes of meeting including dissenting commentary, if applicable.
- In liaison with business and service heads determine whether agenda items that were not addressed in a meeting warrant that meeting being re-convened or may be held over to the next scheduled meeting.
- Circulate draft minutes and action lists for commentary in accordance with policy.
- Disseminate information concerning resolutions of the Boards to those parties affected and set action points for the same.
- Update statutory registers and otherwise give effect to resolutions that relate to a Boards' composition or constitution.

Corporate Governance - Ogier Companies

- Ensure that financial statements are prepared, considered, approved and filed (if necessary) for Ogier companies on an annual basis, (in conjunction with OFS Finance).
- Ensure that income tax returns are prepared, considered, approved and processed for payment (if necessary) for Ogier companies on an annual basis.
- Maintain Ogier's statutory database with details of all legislative and regulatory returns, registrations, approvals and filings required by the Ogier companies and ensure that these are affected in a timely fashion.

- Ensure the integrity, accuracy and completeness of data held on Ogier companies systems as that data relates to Ogier entities.
- Ensure that the statutory records of Ogier companies are complete and accurate at all times.
- Prepare draft minutes and resolutions for matters relating to Ogier companies as required.
- Ensure that Ogier company files are correctly maintained and all relevant correspondence/documentation is accurately and regularly filed.
- Provide assistance to Ogier employees in relation to Ogier companies.
- Ensure that company seals and registers for Ogier companies are correctly used, stored and maintained.
- Ensure that bank statements for Ogier companies are reviewed and accurate accounting records are maintained.

Regulatory - Ogier Companies

- Assist with the annual audit process of Ogier companies and ensure that the audit financial statements are prepared, considered, approved and filed by the jurisdictional deadlines, (in conjunction with OFS Finance).
- Ensure that annual returns are prepared, considered, approved and filed for Ogier companies on an annual basis (in conjunction with Ogier services lines where applicable).
- Assist with the submission and preparation of the annual application and renewal of Licences.
- Preparation and submission of regulatory permissions and personal questionnaire's for Ogier companies and Ogier employees.
- Assist with the preparation and annual renewal of Group PII Insurance, (in conjunction with Group Compliance and Risk).

SUPERVISORY

Team Management

- Supervise the performance and development of direct reports (currently comprising one Administrator).
- Ensure effective management of time, effort and resources for self and reports.
- Contribute to the appraisal of the performance of direct reports.
- Delegate appropriately and effectively in order to deliver on operational responsibilities.

- Promote the highest standards of client service, administration and record keeping consistent with regulatory requirements and best practice.
- Maintain awareness of current anti-money laundering regulations and trends.
- Assist in the provision of regular business review and information to all local boards and management teams as appropriate.
- Ensure self and direct reports complete accurate and up to date time sheets.

Corporate Governance Unit Management

- To attend and constructively contribute to the Corporate Governance Unit and Operations team meetings and other internal meetings and events.
- Make recommendations to the Policy and Procedures Committee in relation to policies and procedures generally but specifically regarding corporate governance.

QUALIFICATIONS AND CHARACTERISTICS

The successful candidate for this role will:

- Have at least three years relevant experience in fiduciary services.
- Be a JFSC Category C employee holding a Table 5 qualification, e.g. at least certificate level of ICSA or STEP.
- Have a good knowledge of the regulatory requirements affecting trust company business.
- Have sound business judgement and ability to assess risk.
- Be self-motivated and able to work in a demanding, pressured environment.
- Be a team player with excellent communication skills.
- Have excellent IT and organisational skills.
- Be adaptable and flexible in approach.
- Be prepared to travel to other Ogier offices.