



Ogier is one of the world's leading providers of offshore legal and fiduciary services. The group employs over 840 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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| <b>TEAMWORK</b>   | We work together and support each other                              |
| <b>RESPECT</b>    | We treat others as we want to be treated ourselves                   |
| <b>QUALITY</b>    | We are all about the delivery of excellence in everything that we do |
| <b>COMMITMENT</b> | We do whatever it takes to make things happen                        |
| <b>INTEGRITY</b>  | 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.

<b>Job Description</b>	
<b>Job Title:</b>	<b>Senior Administrator, Private Clients</b>
<b>Jurisdiction:</b>	<b>Jersey, CI</b>
<b>Group:</b>	<b>Ogier Fiduciary Services</b>
<b>Responsible to:</b>	<b>Associate Director</b>
<b>Closing Date:</b>	Applications will be progressed as received

### **Purpose of Job**

Responsible for the administration of a portfolio of companies and trusts.

Ensure that the affairs of the clients are managed in accordance with the Law and the standard of client services set by the firm, in liaison with the relevant Senior Associate/Associate Director.

### **Key Responsibilities**

- Administer a varied portfolio of companies and trusts, in accordance with the firm's Procedures Manual.
- Manage client relationships conducting meetings as appropriate.
- Ensure that the relevant Associate/Associate Director is kept informed of activities at all times.
- Prepare resolutions for companies and trusts as required.
- Prepare and submit statutory returns as required.
- Maintain client files ensuring that all relevant correspondence / documentation is accurately and regularly filed.
- Ensure that all client requests / correspondence are dealt with in a prompt and efficient manner.
- Correspond with clients (verbal and written) as required.
- Ensure that company statutory records and statutory database/register is kept up to date.
- Prepare fee notes for clients as required.

- Ensure that all financial information being sent to clients which has been prepared in-house has been approved by the Accounting Services Associate Director prior to issue.
- Ensure that companies and trusts are administered in accordance with the relevant laws and the internal procedures of the group.
- Consider at all times the “Money Laundering” and “Know Your Clients” issues and report any concerns to the relevant Associate / Associate Director.
- Supervise and assist in the training of any Trainee Administrator and Administrator allocated to them, providing regular informal feedback and identifying any additional training needs to the relevant Associate / Associate Director.

### **General Responsibilities**

- To maintain and develop good relationship with all clients.
- To develop and maintain good staff relations within his/her group and generally in the firm.
- To ensure all work is conducted in accordance with group/firm internal procedures.
- To complete and input timesheets on a daily basis.
- To maintain the highest standards of confidentiality and security in terms of client affairs and papers.
- To monitor your own performance against personal and development targets.
- To monitor the performance of any Trainee Administrator or Administrator allocated to them and bring any concerns to the attention of the Associate/Associate Director.
- To identify areas where further training is required and bring these to the attention of the relevant Associate/Associate Director.
- To ensure compliance with the firm’s professional conduct, quality and ethical standards.
- To keep a personal up-to-date awareness of current industry issues e.g. interest rate movements, changes in legislation.

### **Competencies**

A professional qualification (ICSA or STEP) would be ideal.

Knowledge of local legislation and excellent IT skills.