



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>Trainee Administrator</b>
<b>Jurisdiction:</b>	<b>Jersey, CI (5 yrs Residency Required)</b>
<b>Department:</b>	<b>Ogier Fiduciary Services</b>
<b>Responsible to:</b>	<b>Associate</b>
<b>Closing Date:</b>	Applications will be progressed as received

**Purpose of Job**

Assist in the administration of a portfolio of companies, trusts and other entities ensuring that the affairs of the clients are managed in accordance with the relevant laws and the standard of client services set by the firm, in liaison with the relevant Associate.

**Key Responsibilities**

- Assist in the administration of a varied portfolio of companies and trusts in accordance with the firm’s Procedures Manual.
- Prepare draft minutes and resolutions for companies and trusts as required.
- Prepare and submit statutory returns.
- Maintain bank statements, doc perm and safe custody duplication and protector consent records.
- Maintain and update client statutory records and statutory database/register.
- Assist in the opening of bank accounts.
- Assist in the incorporation of Jersey/Guernsey and other companies in line with internal procedures (also including name applications).
- Consider at all times the “Money Laundering” and “Know Your Clients” issues and report any concerns to the relevant Associate.

**General Responsibilities**

- To maintain the highest standards of confidentiality and security in terms of client affairs and papers.
- To maintain and develop good relationships with all advisers.
- To develop and maintain good staff relations within his/her Group and generally within the Firm.
- To ensure that all work is conducted in accordance with Group/Firm internal procedures.
- To complete and input timesheets on a daily basis.
- To monitor your own performance against personal and development targets.

- To identify areas where further training is required and bring these to the attention of the relevant Associate.
- To ensure compliance with the Firm's professional conduct, quality and ethical standards.
- Answer the telephone in a professional manner and to interpret instructions which may be given at this time.

**Competencies**

Excellent IT Skills

A- Level and/or University Degree