



Job Description

Job title: Administrator
Department: Ogier Global
Jurisdiction: Jersey

About Us

Ogier is based in 8 jurisdictions and provides legal advice on BVI, Cayman, Guernsey, Jersey and Luxembourg law. Our network of locations also includes Hong Kong, Shanghai and Tokyo. Our new corporate administration service line, Ogier Global, will support our legal offering in key jurisdictions and in particular our corporate & commercial, capital markets and investment funds practice areas.

We have the knowledge and expertise to handle the most demanding and complex transactions and provide expert, efficient and cost effective services to all our clients. Our commercial understanding and experience of working with leading financial institutions, professional advisers and regulatory bodies enable us to add real value to our clients' businesses.

Our approach on Client Service

Our approach is simple. We are committed to building long-lasting relationships with our clients that are based on confidence and trust. We provide a personal service and work collaboratively with our clients, delivering commercial solutions and helping them to achieve their objectives. Our clients say that our responsiveness and approachability set us apart from our competitors.

Purpose of the role

Under the supervision of a senior team member, the successful candidate will work with team members in delivering a range of corporate administration services to a varied portfolio of clients and related entities, managing the related workload to ensure that client requests for actions are responded to within a suitable timeframe.

Key Responsibilities

- The formation and ongoing administration of a portfolio of companies.
- Preparation of minutes, resolutions and correspondence, coordinating of the timely execution of documentation, attending to statutory filings in accordance with applicable deadlines, maintaining statutory records.
- Processing of bank payments, reconciliation of payment logs and approvals.
- Production and circulation of invoices, fee collection and chasing debtors.
- Pro-actively take on and support additional responsibilities and administration tasks as required by your manager or clients.
- Supervise and assist in the training of Trainee Administrators and provide feedback and identify any additional training needs to your direct manager.
- Absolute devotion to data integrity with attention to detail in all activity, with particular focus on utilising the systems to their maximum potential to drive efficiency and client service.
- Support an 'Ogier Best Way' ethos across the team through rigorous process analysis to drive alignment and consistency.

Job Description (cont.)

- Contribute towards the business as a whole in identifying process improvements, improvements in policies and procedures and any other service innovation changes that would improve the client experience.
- Ensure compliance with all applicable laws, regulations and internal policies and procedures, including those related to the prevention of anti-money laundering and terrorist Financing and reporting of suspicious activity or transactions, client due diligence and record keeping.
- Undertake any project work as required, undertaking initiatives identified and designated from time to time by your direct Manager.

Competencies

- 3-5 years' relevant experience in the finance industry preferred.
- Strong academic background, preferably Bachelor's degree or equivalent. Ideally working towards or holding a professional qualification such as ICOSA.
- Excellent written and verbal communication skills.
- Working knowledge of the MS Office package (Outlook, Word, Excel, Power Point). Experience in using Viewpoint would be an advantage.
- Good understanding of the applicable statutory laws and other related legal and regulatory requirements, including anti-money laundering regulations.
- Responsive and client focused with strong organisational skills and attention to detail. Ability to deal with tasks independently and use own initiative.
- Must be committed and driven to achieving excellence for themselves, their clients and their team.

Ogier actively supports the professional development of individuals who are in the pursuit of excellence in their field. If you have the determination to work hard and put in extra hours as and when is necessary to get the job done, then this is a fantastic opportunity for you to develop your career in an exciting, fast growing and rewarding environment.

Contact

To apply for this role please send your CV to recruitment@ogier.com

Regulatory information can be found at ogier.com