

OFFICER, CORPORATE SERVICES

- Holder of a university degree holder, preferably in the field of Finance or ICSA qualified
- Knowledge of legislation relevant to the Financial Services Industry
- IT conversant and analytical
- Bachelor's degree/ licence Bac +3

Main duties:

- Setting up and administration of Global business companies, CIS, PCC Structure and trusts
- Carrying out due diligence and compliance checks on clients' files
- Attending to the day-to-day queries of clients and ensuring their satisfaction
- Ensuring all information regarding companies under your administration are kept updated at all times on corporate services software
- Ensuring training and development of Junior Staff
- Assisting clients in taking decisions as to the choice of structure
- Liaising with the authorities and banks as and when required
- Participating in board meetings and draft board meetings and resolutions
- Prepare and review financial statements and financial summaries
- Any other cognate duties as may be required by the Department Manager

Skills:

- Dynamic, organised and able to meet deadlines
- Attention to detail and accuracy
- Excellent interpersonal and communication skills
- Fluent in oral and written English and French
- Able to work in a team, under pressure and take initiatives

Packages:

- Salaries commensurate with qualifications and experience
- Medical assurance and pension scheme once confirmed