

**JOB DESCRIPTION**

**TRAINEE ADMINISTRATOR**

*(TRUST & CORPORATE ADMINISTRATION DEPARTMENT)*

Trusts and companies are the principal vehicles of offshore planning and structuring. Moore Stephens offers corporate trustee services and trust administration support. Companies can be formed in Jersey or in many other jurisdictions around the world through the Moore Stephens International network.

**Overall responsibilities**

Reporting to the Section Head you will be part of a dedicated team providing comprehensive trust and company administration services to our international client base.

**Specific Responsibilities**

- Assist senior administrators and administrators with the administration of a balanced portfolio of Trust and Companies
- Assist in the maintenance of accounting records
- Assist in conducting annual and interim reviews
- Assist in the processing of payments

**Person Specification**

Ideal candidates must be able to work as part of a team as well as on their own without supervision. They must be eager to learn and have an enthusiastic attitude towards their work. A keenness for accuracy and detail is required, and excellent interpersonal skills and good IT skills are essential. The successful candidate will be required to undertake a relevant professional qualification, which will be fully supported by Moore Stephens.

Applicants should have been resident in Jersey for a minimum of 5 years.

**Education/Professional Requirements**

Candidates must hold at least 5 GCSE's including Mathematics and English Language as well as 3 A Levels (minimum of Grade B).