

## JOB DESCRIPTION

**Job Title:** Trust Officer

**Role Reference:** SRPHK72

**Jurisdiction:** Hong Kong

**Department:** Private Wealth

### About Us

Suntera Global is a leading international provider of corporate, trust, tax, accounting and fund administration services. Respected and trusted as a professional partner by a broad range of corporate, private, and institutional clients worldwide, we are continually looking for opportunities to evolve our business while providing clients with the best possible services.

Hong Kong is one of the most established offices, with over a decade in the Asian market and significant potential for further growth. To fuel that growth, we have an exciting job opening for a Trust Officer within a growing team in our dynamic and fast-paced Hong Kong office.

### About the Role

Due to expansion in our service offering and our commitment to providing best in class solutions, we are looking for a dedicated individual to join our trust team as a Trust Officer.

You will be responsible for proactively managing and exceeding expectations for a balanced portfolio of international clients. You will support your manager and Director in a timely manner with the administration of trusts, companies and foundations on a day to day basis, working with other departments both locally and across our global offices. You will also have the opportunity to:

- Be aware of and fulfil all statutory requirements for various jurisdictions including Hong Kong, Jersey, Guernsey, BVI, Isle of Man, Cayman, UK and others where applicable;
- Ensure the timely management of all payments either directly to clients or for individual entities;
- Assist in all relevant compliance matters as necessary;
- Provide effective management of both your own workload and that of your junior team member; and
- Ensure all CPD and AML training is up to date and provide regular reporting to management to advise of resourcing, training, and information requirements.

## About You

You will have good administrative and organisational skills with at least three years' experience of working in a trust and corporate service provider or a similar client-facing role. An understanding of trust and company administration, including statutory and regulatory matters, is essential.

The following attributes would also be advantageous:

- Have or are working towards STEP/ICSA/HKTA Accredited Trust Practitioner programme, or be willing to attain such qualifications;
- Excellent written and verbal communication skills;
- Capable and willing to work under pressure;
- A good understanding of general compliance; and
- The ability to demonstrate continued professional development.

This is an exciting opportunity to join a growing team and develop new ways of working, where you will have the opportunity to input into the evolution of our business processes on an ongoing basis. In addition to a competitive salary, you will be rewarded with a performance-driven bonus, a comprehensive flexible benefits package, and the training and career opportunities that come as standard with a dynamic and rapidly growing group of companies.

## JURISDICTION OVERVIEW

Our Hong Kong office is located in the On Building in Central Hong Kong. Our team speaks a variety of languages, including Cantonese, Mandarin, English and Sri Lankan.

## KEY PEOPLE

The team members, line managers and hiring managers the candidate may interact with during the hiring process and on the job.

- Thanusha Magamage
- Rose Chan
- Seb Turner