



HIGHVERN

PRIVATE CLIENT FUNDS FAMILY OFFICE

POSITION:	Trainee Trust Administrator
REPORTS TO:	Trust Manager
ROLE PURPOSE:	The position of Trust Administrator requires the individual to perform a range of administrative tasks assisting other members of the team with the management of their portfolios.
KEY ACCOUNTABILITIES:	<ul style="list-style-type: none">• Provision of exceptional service levels and client experience for settlors, beneficiaries and related parties throughout the whole life cycle.• Assist with the maintenance and processing of client and advisor data, demonstrating responsiveness.• Perform specialised processing duties with supervision, using standard systems, procedures and controls.• Demonstrating a desire to learn and develop.• Adherence to all company policies and procedures providing challenge to these as appropriate to ensure efficiency of the business unit.• Assist with ensuring that all fees chargeable are raised and collected on time. Accurately recording own time.• Own / maintain client data ensuring excellence of data quality, complete, accurate and up-to-date. Highlight data quality issues and ensure resolution of problems.• Collaborative working with other administration teams and disciplines in the business
SKILLS, KNOWLEDGE & EXPERIENCE REQUIRED:	<ul style="list-style-type: none">• Understanding of the requirements of quality client service.• Good interpersonal and communication skills• Ability to demonstrate a culture of excellence and continuous improvement• Good working knowledge of Microsoft applications and core operating systems.• 0 – 2 years relevant experience
PREFERRED MINIMUM QUALIFICATIONS:	<ul style="list-style-type: none">• A Level/GCSE results
ABOUT HIGHVERN:	The Highvern group is a leading, independent professional services firm specialising in offering high-end trust and company services to a number of the world's wealthiest families, and boutique services to the private capital fund administration sector.