

## Senior Corporate Administrator

The Senior Corporate Administrator will assume responsibility for providing corporate administration services to Clarien Bank's corporate secretarial function, while managing a portfolio of clients. This successful candidate will also support with business development and growth of new business, whilst ensuring all client work is completed per legal, regulatory and industry best-practice guidelines and that relevant policies and procedures are being followed by all team members.

### Primary Responsibilities:

- Possess a thorough knowledge of corporate administrative functions and relevant procedures;
  - Perform corporate secretarial functions for Clarien Bank and external clients, including quarterly meetings, AGMs, ad hoc meetings;
  - Maintain corporate records of the Bank and all subsidiary companies according to the requirements set out by the Bermuda Companies Act; administration of the subsidiary companies minute books i.e. keeping the minute books current by filing executed minutes; filing regulatory matters as they pertain to the corporate administration role; review and amendment of subsidiary company documents, including Bye-laws, stock certificates and other securities, agreements, electronic scanning of documents and subsequent filing;
  - Provide relief support as needed for the accurate recording of minutes for key executive committee meetings; provide relief support as needed to transcribe and produce minutes and relevant administration relating to executive committee meetings;
  - Organise meetings and accurately record or draft minutes in a timely fashion; transcribe copy, collate and distribute various reports; prepare resolutions and incumbencies accordingly;
  - Prepare documentation ensuring that all statutory and regulatory filing deadlines are met;
  - Prepare reports regarding any outstanding matters regarding companies;
  - File annual declarations and ensuring appropriate fees are submitted;
  - Effectively communicate with board members, employees and others as required;
  - Perform other administrative duties relating to the Corporate Secretarial function such as scheduling appointments, dealing with internal and external queries, providing relevant information to callers and fulfilling CDD requests;
  - Assist the Head of Trust and Family Office with the Development of policies, procedures, processes and, identify and recommend on best-practice improvements to them, and ensure they are adhered to on an ongoing basis;
  - Provide oversight on corporate governance, internal control and risk assessments;
  - Support with business development including identification and pursuit of new clients, and onboarding of new clients as required;
  - Strong working knowledge of corporate administration, processes and best practices;
  - Any other duties as reasonably requested.
- Two years of experience of supervising staff or mentoring/coaching junior staff;
  - A strong working knowledge of the Companies' Act 1981, Economic Substance Act 2018 and statutory regulations relating to the administration of companies in Bermuda;
  - Detailed knowledge of the Bermuda AML/ATF legislation and relevant obligations;
  - Excellent client and professional management skills;
  - Excellent time management skills, with proven ability to being proactive and methodical at completing tasks;
  - Excellent problem-solving, conceptual and analytical skills;
  - Excellent organizational skills to efficiently co-ordinate and handle multiple responsibilities and assignments in a continuously demanding environment;
  - Excellent communication and drafting skills;
  - Excellent minute taking and transcription skills;
  - Ability to work well under pressure while maintaining accuracy and a meticulous eye for detail, and meet statutory deadlines;
  - Resourcefulness and flexibility to adapt to change;
  - Detailed knowledge of BMA's INTEGRA system and the Bermuda Registrar of Companies online portal;
  - Proficiency with Microsoft Office suite, (e.g. Microsoft Word, Excel and PowerPoint).

### The successful candidate must have:

- Eight years of relevant corporate administration experience;
- University degree and/or professional designation (ACIS/ACG or FCIS/FCG) from the Chartered Governance Institute (formerly ICOSA) or equivalent;
- Completion of Corporate Secretarial Procedures I and II desired;

Clarien is an equal opportunity employer and offers a competitive compensation package commensurate with qualifications and experience.

Please submit a detailed cover letter and résumé no later than August 21<sup>st</sup>, 2024 to:

**Human Resources Department**  
**25 Reid Street, Hamilton HM 11**  
**P.O. Box HM 665, Hamilton HM CX**  
**Email:** [jobs@clarienbank.com](mailto:jobs@clarienbank.com)  
**Fax:** + 441 296 7701

Point House, 6 Front Street, Hamilton HM 11, Bermuda  
[www.clarienbank.com](http://www.clarienbank.com) | 441 296 6969

We sincerely thank all applicants for their interest. Only those candidates under consideration will be contacted.

Clarien Bank Limited, through its wholly owned subsidiary companies, is licensed to conduct bank, investments, corporate service provider and trust business by the Bermuda Monetary Authority.

