



CONVINA

**We are  
hiring!**

**Senior Associate**

Corporate and Trust Department





# SENIOR ASSOCIATE

## CORPORATE AND TRUST DEPARTMENT

### Job Purpose:

To independently manage and carry out all the administrative and corporate secretarial duties for a portfolio of clients with high level of complexity.

### Job Profile & Key Responsibilities:

- Administration of a portfolio of clients comprising Global Business Companies, Trusts, Special Licence entities and entities from other jurisdictions;
- Manage and enhance relationships with clients and stakeholders linked to the assigned portfolio
- To carry out the day to day administration of the structures including:
  - Corporate administration duties
  - Organising Board/client Meetings, preparing Board Packs and attending Board Meetings
  - Drafting Minutes and Circulating to the Board
- Ensure compliance of files with the relevant jurisdiction's laws
- Review files regularly and ensure they are compliant at all the times in the relevant jurisdictions
- Highlight & identify risks out of the normal transactions and report accordingly
- Regular liaison with bankers and government bodies such as the Mauritius Revenue Authority, Financial Services Commission and Registrar of Companies
- Liaise with Investment Advisers, Asset Managers and other parties related to client structures as required
- Ensure all structures adhere to CRS & FATCA Reporting
- Work in collaboration with other teams to service clients in the most efficient and lawful manner, for example actively work with the accounting team, the Compliance team and others
- Liaise with auditors to clear all statutory queries
- Keep track of client billing and following up on debtors
- Handle client queries professionally, ensuring client satisfaction and timely service delivery
- Adhere to internal procedures, keep files in portfolio complete and up to date
- Running of ad-hoc activities, queries and internal projects
- Coaching of and assisting junior staff



## SENIOR ASSOCIATE CORPORATE AND TRUST DEPARTMENT

### Qualification and Experience:

- You possess 5-6 years in the global business industry dealing with GBL, Trusts & other entities
- You have a tertiary degree in Business Management or Finance
  - Having an ICSA / STEP qualified will be an added advantage
- You are good in dealing with clients in different jurisdictions
- You possess good organizational & communicational skills
- You are self-motivated with the ability to identify problems and provide solutions within the requirements of the position.
- You are a competent individual with integrity, accountability, strong interpersonal skills, and a team player.

Applications for this position must be emailed to [hr@convinafiduciary.com](mailto:hr@convinafiduciary.com)

Curriculum Vitae must be attached