

TRUST ADMINISTRATOR

Trust administration is the management and oversight of trust assets and operations. It includes various tasks such as making distributions to beneficiaries, keeping accounts, arranging payment of tax liabilities and ensuring that trusts comply with reporting requirements and regulations. Essentially, trust administration is the process of running trusts and ensuring they operate as intended for the benefit of the beneficiaries.

Job Title	Trust Administrator
Salary Scale	Competitive
Working Pattern	9am – 5pm, Monday to Friday with one hour for lunch
Job Purpose	To support the financial management and administrative operations of private trusts and charitable entities. This role involves preparing accurate accounts for individuals and trusts, and overseeing all aspects of trust administration.
Management responsibility	None

Main Duties and Responsibilities

1. Trust Financial Matters

- Preparing client accounts (including personal accounts, trust accounts and charity accounts).
- Assisting with the firm's cash management service for personal clients and trusts when required (including processing inward and outward payments for and on behalf of clients and trusts and arranging recovery of fees raised by the firm).
- Liaising with investment managers regarding available funds and payments.

2. General Trust Administration

- Assisting with the day-to-day administration involved in the management of private family and charitable trusts, including managing trust records in accordance with the firm's policies and monitoring key dates.
- Registering trusts with HMRC and ensuring all compliance in relation to trusts is up to date.

3. General Administration

- Identifying and resolving problems experienced by our clients in a professional manner.
- Adhering to the firm's processes in relation to time recording and compliance.
- Maintaining accurate records on the firm's document management system.
- Processing Anti-Money Laundering documentation and engagement information for trusts and other private client work.

Skills, knowledge and experience

- Previous experience working in a similar role is essential
- A commercial focus in managing workload effectively and efficiently
- Mindset to exceed team and client expectations
- Ability to work independently as well as part of a team
- Positive attitude with an ability to take initiative and be proactive as well as reactive
- Well-developed interpersonal, social and communication skills
- A high level of accuracy and strong attention to detail
- Excellent numeracy skills
- Excellent organisational skills and the ability to prioritise tasks
- Proficient in using Microsoft Office applications including Outlook, Teams, Word and Excel
- Genuine enthusiasm to continue developing both personally and technically
- An eagerness to contribute towards the overall strategic objectives of the firm.

This job description provides an overview of the key duties and responsibilities for this role and is not intended to be exhaustive.