



Job Vacancy

Full-time Compliance Administrator

Bellerive Trust Limited is a fiduciary business with offices in Guernsey and Alderney providing trustee and corporate services to a global client base.

We are currently looking to recruit a Compliance Administrator to work as part of a busy team within our Alderney office. The role involves undertaking a variety of tasks to include collating and verifying CDD documents, completing periodic file reviews, assisting with statutory reporting and providing general compliance support to the team of Administrators.

The successful candidate will have previous experience within trust or company administration with industry qualifications, ideally some compliance experience, very good communication and computer skills, be numerate, can work under pressure and show a flexible approach to work.

Please apply in writing, enclosing your curriculum vitae, to:

Matt Burnham, Head of Alderney Office
matt.burnham@bellerivetrust.com

CLOSING DATE: 17th July 2020