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ADMINISTRATOR – FIDUCIARY SERVICES

The Fort Group has a vacancy for a full-time Administrator.

You would be joining an established privately owned trust and corporate services provider who has provided solutions to individuals, families and corporations for over 45 years. We are a forward thinking company who offer a flexible range of trust and corporate services supported by a culture of providing a personal, professional service to our clients.

Main duties and responsibilities:

- ✚ Dealing with clients on a day-to-day basis,
- ✚ Understanding the company Laws of various jurisdictions; company Memorandum and Articles and trust deeds,
- ✚ Preparation and completion of company minutes and resolutions,
- ✚ Maintenance of company records with the requirements of the various jurisdictions,
- ✚ Preparation of trustee resolutions in accordance with the relevant trust deed,
- ✚ Maintaining accounting and banking records for trusts and companies,
- ✚ Use of electronic banking systems

Knowledge and experience:

The successful candidate will be expected to:

- ✚ hold or be studying for a relevant qualification,
- ✚ relevant experience is preferred but not essential for the right candidate
- ✚ possess excellent keyboard and computer skills with a good working knowledge of Microsoft Word and Excel

Applications and C.V.'s to:

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