



Senior Trust Officer 100%

We are a legal and fiduciary boutique firm committed to excellence and highly specialized in the Brazilian market. Our firm is growing fast and in order to ensure future business growth, we are recruiting a Senior Trust/Compliance Officer for our office in Zurich, to be included in our team of experts that is advising clients and administering fiduciary structures.

Key responsibilities

- Setting-up and administration of structures such as trusts, foundations, offshore companies in various jurisdictions including financial, regulatory, accounting and database reviews, general document/file maintenance as well as general correspondence
- Implementation and restructuring of fiduciary solutions in cooperation with legal and tax advisors
- Drafting and translation of trust and corporate documents such as letters of wishes, board minutes and resolutions, contracts, powers of attorney
- Developing and maintaining relationships with clients, stakeholders from banks, asset management firms, lawyers, government agencies, notary offices and other service providers
- Perform Know Your Customer ("KYC") and Anti-Money Laundering ("AML") reviews and analysis
- Review and approval of financial statements
- Execution of internal and external payments, other banking transactions
- Coaching and supporting of junior staff on trust administration matters
- Regular undertaking of risk, administrative and investment reviews
- Stay up-to-date with the regulations and trends in the industry
- Assist in identifying and mitigating risks across the company
- Help promote a proactive regulatory culture within the company

Qualifications and other requirements

- In depth understanding of the fiduciary industry
- University degree (preferably law) with experience in finance, consulting or in a multi-family office
- Strong interpersonal skills combined with an independent working style
- Ability to communicate own enthusiasm
- Persevering and tenacious attitude, high energy level
- Capacity to understand both clients' and our firm's needs
- Excellent English language skills, knowledge of Portuguese is an advantage

We offer the opportunity for a talented individual to join a young and fast-growing firm with a dynamic working environment and a culture characterized by its openness, innovation and flexibility.

If your skills and experience meet our requirements, please send your curriculum vitae including your credentials by e-mail to contact@hcmp.ch. Please note that we will only consider direct applications.

Zurich, 30 August 2021