



Vacancy: Senior Company Administrator

Established in 1975, The Gibro Group provides individuals and companies with professional and bespoke trust, corporate, legal, private client and family office services.

Its distinctive group of companies share the same commitment to excellence, and its range of services has developed to meet the diverse demands of global business.

We are currently looking to expand our Corporate Services team and are looking for an organised, experienced Senior Company Administrator. You will be accountable to the Corporate Department's Line Manager and ultimately to the Head of Fiduciary and the Directors of the firm.

Salary is competitive. The responsibilities of this position include:

- Administration of a portfolio of companies from various jurisdictions and providing support to the Directors in the day to day running of entities under management;
- Responsibility, in liaison with Management, for building and maintaining successful relationships with clients within the portfolio. Regular contact with clients, principally by letter, e-mail and telephone and providing a quality and professional service;
- Liaising with external advisors including investment advisers, asset managers, lawyers, accountants, brokers, tax advisers, auditors and other third parties, as necessary regarding client affairs;
- Manage, supervise, train and develop as necessary junior members of staff and oversee their work;
- Complying with all regulatory and legislative requirements in accordance with the regulatory licenses held by the business, including any codes of practice and regulatory guidance;
- Undertaking comprehensive company file reviews and periodic AML/Compliance risk assessments;
- Drafting board resolutions/minutes and bank letters;
- Company billing;
- Attending to statutory filing of documents;
- Updating information related to Companies in Viewpoint;
- Maintaining records of daily time spent on time billing modules;
- Liaising with Banks and other financial institutions on day to day administration of Company portfolios and cash deposits held;
- Any ad-hoc tasks and duties as instructed by the directors of the firm's licensed companies;
- General upkeep of files, both paper and electronic versions, Document Manager;
- General office administration.

Apply by sending a current CV and covering letter to lbonfante@gibro.com no later than 31 January 2022.