



# Example of Corporate Trust Job Description

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Our company is growing rapidly and is looking for a corporate trust. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for corporate trust

- Managing end of day high value redemption/subscription wires to fund families and reconciling operational accounts with redemption proceeds
- Working in conjunction with the Profit & Loss team, crediting fixed Income, equity payments to Clients
- Working with senior Stakeholders and Front Office colleagues in New York/London
- Delivery of CTLA services to the assigned clients and being the single-point-of-contact
- Preparing deal set up, covenant monitoring, cash and investment processing, amendments and corporate action events
- Take minutes
- Prepare basic presentations
- Perform and gather data to ensure timely reporting
- Track incident reports
- Oversee data management

## Qualifications for corporate trust

- The ability to adapt well to a changing environment
- A strong background in banking, ideally within funds, trustee or agency related field
- The ability to apply technologies to business situations
- Participate in project support
- Meticulous with paperwork and good organisational skills

