Example of Trust Associate Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of trust associate. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for trust associate

- Support the Director with a programme of regular client and advisor visits and attend where required
- Assist with the delivery work in progress (WIP) recovery and fee target
- Enable the Fiduciary team to achieve their potential by effective coaching, performance management, communication and training and development activities to meet client needs
- Meet Risk & Compliance requirements as outlined within the firms poliies and procedures guide
- Assist in supporting the Trust Officer in administration and management of fiduciary accounts including client onboarding, account opening and maintenance, asset transfers, bill payment, principal and income accounting, discretionary distribution considerations, tax preparation and payments
- Assist in communication of trust activity to clients, beneficiaries, CPAs, attorneys, banks, money managers, insurance companies, and financial advisors
- Assist the Trust Officer in conducting initial and ongoing reviews of fiduciary accounts in conformance with all applicable laws, rules and regulations and assist in the preparation of reports for the Trust Administrative Committee for these accounts
- Provide an alternative source of service when Trust Officers are unavailable
- Support the administration team in ensuring fiduciary accounts are in compliance with all KYC/AML/BSA laws and regulations
- Open accounts on the trust system

- Knowledge of the underlying nature of a client's estate plan through appropriate interface with clients, financial advisors and outside legal and tax advisors
- Preferably at least 3 years’ working experience in transfer agency and with project management experience
- Self- motivated and an exceptional team player with a high level of integrity and self-discipline
- Minimum of 5 years of work experience in Marketing or Financial Services
- Some familiarity with wealth advisory business a plus
- A good understanding of the fund industry