



Example of Trust Manager Job Description

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

Responsibilities for trust manager

- Manage, and produce where required, schedules and information in relation to Investment Trust's board meetings ensuring timely and accurate delivery to agreed timetables and SLA standards
- Ensure appropriate maintenance of accounting records, calculation of relevant fees and expenses (including Directors remuneration), invoice settlement and completion of relevant investment monitoring requirements
- Ensure effective and cooperative liaison with internal and external parties relevant to team deliverables (includes clients, auditors, tax consultants and others)
- Provide technical advice and support re Investment Trust valuation, accounting and reporting activities to team members and support functions
- Where appropriate or required deputise for Head of Investment Trust Department and provide cover and support for other Investment Trust teams
- Take ownership of contracts management and contractual reporting
- Develop and present business segment reviews
- Managing revenue associated with projects
- Translate Customer needs/requirements into detailed Project plans shared with other Functions involved and driving internal execution to meet the targets
- Comply with all Quality Specific Goals

Qualifications for trust manager

- Operational planning techniques

- Lead, champion and participate with clients and employees at local community events, business associations, sponsorships, charities
- Extensive experience coordinating activities of diverse, global, functional teams
- Extensive experience working with various projects and/or software development methodologies
- Able to establish, build and maintain strong and effective working relationships at all levels across the organization