

The Newlands, Cape Town branch of Sentinel International Advisory Services has a vacancy for a 9-12 month contractor and experienced Trust Administrator in its Trustee department.

The suitable candidate will have the following attributes/technical skills:

Minimum Level of Education:	Legal/Secretarial Diploma with 3 years' experience
Preferable Level of Education:	Law Degree or Diploma in Trust & Estate Administration
Experience	Minimum three years with a legal firm or other similar professional service provider e.g., Trust Company ideally in trust administration
Role:	The effective management and administration of new and existing Trust clients in accordance with the requirements stipulated by: <ul style="list-style-type: none"> • the Trust Property Control Act, and • various compliance and regulatory requirements of governmental and private reportable institutions • Act as liaison between the client, business introducer and Trust Officer whilst ensuring deliverance of quality service to high-net-worth clients.
Technical Skills	<ul style="list-style-type: none"> • Sound knowledge of the Trust Property Control Act, • Sound knowledge of statutory and regulatory compliance requirements of FAIS & FIC • Good computer skills in particular Microsoft Office including Word, Excel and Outlook. • Excellent administrative and typing skills in particular; convening of meetings; agenda preparation; minute taking and wills drafting. • Fluency and proficiency in English and Afrikaans.
Interpersonal Skills	<ul style="list-style-type: none"> • Client interface at all levels • Ability to multi-task and prioritise in response to changing workloads - most times under pressure. • Organised with good attention to detail. • Ability to function confidently and efficiently as a team leader of our trust administrators. • Ability to work with little or no supervision. • Good telephone manner.
Salary	Commensurate with experience
Commencement Date	As soon as possible
Please Note:	Should you meet the above requirements please forward your CV and a compulsory Covering Letter indicating why, based on your knowledge and experience, you would be fit for the role advertised and how you can add value to our company as well as what you are working towards i.e., career goals, ideal or desired position and preferred industry. coraleaz@sentineltrust.co.za Subject line: Cape Town Trust Administrator. Please Note: Should you not receive a response by 30 September 2024 your application did not meet our requirements.