



Job Description

Job Title: New Business Administrator		
Team: Support	Reports to: Tax Director	Level: Two
<p>Purpose:</p> <p>To provide client take-on services to the Guernsey office, including service lines. Ensuring all legislative and regulatory requirements are met by following the firm's internal client take-on procedures.</p> <p>Work closely with the service lines to provide a prompt, streamlined and seamless client take-on experience.</p>		
<p>Responsibilities and Accountabilities:</p> <ul style="list-style-type: none"> Has responsibility for the entire client take-on process including: <ul style="list-style-type: none"> ➢ Completion of the initial risk assessment ➢ Manage the local & international conflicts process ➢ Collection and review of all client take-on documentation ➢ Risk referrals for potentially high risk clients, including completion of the risk referral form and submission to the risk panels where applicable ➢ Completion of the relevant client profile forms and ➢ Collation of the client take-on pack ensuring completeness and accuracy prior to service line sign off and submission to our risk management committee for approval ➢ Ensure all client take-on checks are completed to the highest standard (Worldcheck, Internet searches & Sanctions checks) Liaising with the client teams throughout to help manage a timely process meeting client expectations Proactively monitoring open client codes to ensure all relevant CDD requirements are met within the firms timeframe Acting in an advisory capacity to provide practical, effective and business focused advice to the Directors and service lines in respect of client take-on queries 		
<p>Experience and attributes required:</p> <ul style="list-style-type: none"> Has excellent interpersonal and communication skills and confidence to deal with people at all levels and to build supportive relationships with different service lines across the firm. Is resilient in the face of resistance. Has excellent attention to detail and accuracy and the ability to resolve queries and issues confidently and successfully. Has good time management and organisational skills with a pragmatic, solutions focused approach. Is able to work independently. Maintains the highest professional standards to ensure the firm is not in a position of risk. Confident individual with a proactive attitude. Must be able to multi-task and keep calm under pressure. 		
<p>Qualifications/Experience:</p> <p>Holds or is willing to work towards obtaining the International Compliance Association Advanced Certificate in Practical Customer Due Diligence</p>		