



Corporate and Trust Administrator

Döhle Corporate and Trust Services (DCTS) is a leading independent corporate and fiduciary service provider specialising in managing corporate and trust structures on behalf of multinational corporations through to high-net-worth individuals and their professional advisors. DCTS is part of the Döhle Group which is a family owned commercial shipping Group, headquartered from Hamburg, Germany. As one of the largest independent yachting service providers in the world, the Döhle Group provide a wide array of services to yacht owners including finance and administration, corporate, technical, compliance and recruitment from their offices in the Isle of Man, UK, Guernsey, USA, Monaco, and Malta. Working closely with Döhle colleagues in these locations our commitment to providing exceptional service is a key area of focus for this role.

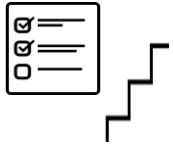
Your tasks and responsibilities:

- To perform services and duties as laid out in the service agreement with the client company, all in assistance and co-operation with the Assistant Manager, which may or may not include the following:
- Ensuring the smooth running of the board's activities by helping the Chair to set agendas, the drafting of board minutes/ resolutions, preparing and presenting papers to the board, advising on board procedures, and ensuring the board follows them, all on request of the client entities.
- Assisting with transactional monitoring reporting, admin reviews, risk reviews and client review assessments to ensure we are compliant with anti-money laundering regulations and other relevant compliance in co-operation with the compliance department.
- Assisting with third-party contract management by risk screening the parties in advance of any agreed commercial arrangements, collecting, and reviewing company documentation to satisfy we know our customer and identify any potential risks, maintaining internal records.
- Assisting the board of the client entities in the general management of the entities, collating statutory and due diligence client entity packs as and when requested.
- Ensuring correct entry and administration of client entity data in the DCTS database (currently Viewpoint), which will include that of reviewing/ updating the client entity files.
- Provide payment inputting cover to ensure the client entities can run operationally following the internal DCTS payments procedures which may include that of carrying out callbacks on new payees, inputting payments on multiple banking platforms.
- Assisting with compliance with all statutory filing, e.g., forms 1, 9N, Annual Returns, filing of resolutions adopted at Annual General Meetings/new Articles of Association and any other filings required to be made with Registry.
- Assisting in dealing with the social media profile of DCTS

Preferable qualifications and requirements:

- Company administration experience is preferable.
- A high level of accuracy and attention to detail is essential.
- Ability to quickly deliver quality and timely results, working under pressure and to tight deadlines.
- A working knowledge of the aviation/yachting industry would be an advantage.
- Experience of Viewpoint administration system is preferred.
- Experience working in a Financial Services environment is desired.
- Able to take accountability and responsibility for own personal development.
- Ideally you will have experiencing using a range of banking platforms and be familiar with following banking procedures and assisting with inputting payments.
- Excellent communication skills with the ability to liaise with stakeholders at all levels.
- Able to work independently within agreed objectives, taking personal responsibility for delivery.
- Professional and values driven.

Why Döhle?



We offer an exciting opportunity to work in a fast-paced global industry where your development matters to us. We support our employees to enable them to grow both personally and professionally, through qualifications, development courses, and caring management practices.



We pride ourselves on our friendly, diverse, and supportive culture where collaboration is central to our work ethic. Our work is varied and incredibly interesting, dealing with clients worldwide. Our office is situated in Douglas with beautiful views of the bay and within easy walking distance of the town centre.



Our competitive benefits, include company pension, health and dental care and flexible working as well as onsite parking and free use of our fantastic pool, sauna, steam room, jacuzzi and gym facilities. Our enthusiastic social team plan regular events for us all to get together ensuring that there is something for everyone!

Interested in joining us?

Please send your CV and salary expectations to us at recruitment@doehle-iom.com, stating the role you wish to apply for.

We are committed to creating an inclusive culture which embraces diversity. We promote equal opportunities and ensure that no applicant is subject to less favourable treatment on the grounds of gender, marital status, nationality, ethnicity, age, sexual orientation, responsibilities for dependants, physical or mental disability.

We select candidates for interview based on their skills, qualification, experience, and potential.