



## Company & Trust Administrator



## Isle of Man

Döhle Corporate and Trust Services (DCTS) is a leading independent corporate and fiduciary service provider specialising in corporate and trust structures on behalf of multinational corporations through to high-net-worth individuals and their advisors. DCTS is part of the Döhle (IOM) Group of Companies, with our offices situated in the prestigious Fort Anne building on South Quay in Douglas.

### Job Purpose

This role will support the smooth administration of client companies, including preparation of board papers, transactional monitoring, and statutory filing. Working closely with DCTS colleagues our commitment to exceptional service delivery is a key area of focus.

### Core Tasks & Responsibilities

- 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 ensuring board, advising on board procedures, and 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 all filing, e.g., forms 1, 9N, annual returns, filing of resolutions adopted in Annual General Meetings/new Articles of Association and any other filings required to be made with the Registry.
- 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 input 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.

## Key Competencies and Qualifications

- 5 years Company administration experience. (Essential)
- A high level of accuracy and attention to detail. (Essential)
- Ability to deliver quality and timely results, in a fast-paced environment working to often tight deadlines. (Essential)
- A working knowledge of the e-gaming industry. (Desirable)
- Experience of Viewpoint administration system. (Desirable)
- Able to take accountability and responsibility for own personal development. (Essential)
- Highly motivated in providing exceptional levels of service. (Essential)
- Experience using a range of banking platforms and familiarity with banking procedures and the input of payments. (Desirable)
- Self-confident and able communicator with excellent interpersonal skills. (Essential)
- Strong organisational skills, flexibility, and logic. (Essential)
- Able to work confidently alone as well as being able to work as part of a team. (Essential)
- Competent in Microsoft Office, particularly Word, Excel, and Outlook. (Essential)
- STEP qualified (desirable) or qualified through experience.

## What we offer you:

- An exciting opportunity to work in a fast-paced industry where your development matters to us. We support with personal and professional development to help you grow.
- A range of financial and protection-based offerings including a competitive employer contributed pension scheme, death in service, private healthcare, and private dental care.
- Family friendly policies covering maternity, paternity, shared parental leave plus other leave options which recognise a healthy work/life balance. Our annual holiday allowance starts at 25 days, increasing with length of service.
- Flexible working options which help employees manage their personal responsibilities.
- An unrivalled office location, positioned on South Quay, our beautiful landmark building offers access to pool, spa, and gym facilities as well as a fabulous recreational area.
- Onsite parking.
- We have an active social and wellbeing committee who plan regular, varied events for employees, catering to a wide range of interests.

## Interested in joining us?

Please send your CV and salary expectations to [recruitment@doehle-iom.com](mailto:recruitment@doehle-iom.com)

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.