

Recruitment of an Associate - BVI

Maitland is an international firm providing wealth services to private and institutional clients. We provide the highest levels of expertise and competence working in a way that is uniquely personal, proactive and responsive. Family offices and institutions have trusted us since 1976 to preserve, manage and grow their assets. We work with our clients and not just for them, from offices in the British Virgin Islands, Cape Town, Dublin, Durban, Geneva, Isle of Man, Johannesburg, London, Luxembourg, Malta and Monaco. Maitland is one of the few wealth services groups with the breadth of knowledge and insight to create integrated, comprehensive global solutions.

An opportunity has arisen for an Associate to join the Legal Services team in our BVI office.

Summary of the position

The Associate will provide technical and legal support to the BVI team, working closely with the Administration Services and Legal Services teams across Maitland's offices to facilitate the correct implementation of legal advice in relation to structures under Maitland's administration.

Outline of main duties and responsibilities

The Associate will be expected to:

- Draft required legal documentation to include trust deeds, trust and company resolutions, etc.;
- Advise on the structuring and implementation of offshore trusts;
- Advise on company formation and administration;
- Research relevant areas of law to assist with dealing with complex trust, corporate and tax matters;
- Advise on the structuring and establishment of investment funds;
- Carry out compliance and regulatory work;
- Support the administration teams in providing legal and technical advice;
- Assist with the development of the BVI office, through general marketing initiatives and taking part in continuing professional development activities.

Skills and experience required

The successful candidate will:

- Be a UK or BVI qualified lawyer with around two years' relevant post-qualification experience, preferably within the trusts/corporate arena;
- Have an excellent academic record ;
- Have the ability to develop client relationships;
- Have excellent oral and written communication skills;
- Have the ability to keep technically up-to-date and review proposed legislation to identify possible problem areas and solutions;
- Have the ability to prioritise and plan a challenging workload, with a systematic work method and high attention to detail;
- Have the ability to work independently and as part of a team;
- Be proficient with all Microsoft Office applications and have good IT skills.

Reporting structure

The Associate will report to the Head of Trust and Corporate Services based in the BVI office. The Associate will work closely with staff in the BVI and in other jurisdictions where the firm has offices.

Remuneration level

Remuneration will be market related and commensurate with experience and seniority. In addition, the successful candidate will receive a competitive benefits package and be eligible to participate in the firm-wide discretionary bonus scheme.