

Recruitment of a Team Leader – Private Client Administration – Malta

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 a Team Leader – Private Client Administration to join the Private Clients Transactional Services (PCTS) team in our Malta office.

Summary of the position

The Team Leader will manage the PCTS team in the Malta office and will deal with the day-to-day duties of providing administration services to a portfolio of Maltese and offshore trusts and companies.

Outline of main duties and responsibilities

- Management of the PCTS team (including planning, organising, staffing, directing and controlling)
- Coordination of standard corporate and trust transactions
- Preparation of standard board, trustee and shareholder resolutions
- Preparation and maintenance of share registers and share certificates
- Maintenance of the companies' and trusts' files both manual and on office computer systems
- Opening and maintenance of bank accounts, including the preparation of payment instructions, the review and filing of bank statements and the reconciliation of payments
- Liaising with clients, service providers, authorities and staff in various jurisdictions
- Other ad hoc duties and projects as required

Skills and experience required

- A minimum of three years experience in a similar position in a trust company in Malta
- A law degree in Maltese law
- A STEP qualification and/or experience with the administration of offshore companies and trusts
- Staff management experience
- Fluent in English – additional European Languages would be an advantage
- The ability to communicate effectively with clients, staff and management in a number of different countries
- Good organisational and interpersonal skills, with close attention to detail
- The ability to stay calm under pressure
- Excellent IT skills, with a good knowledge of Microsoft Office

Reporting structure

The Team Leader will report to the Manager – Private Client Administration based in the Luxembourg office and will liaise with staff across the Maitland 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.