



M A T C O

# THE MAURITIUS ADMINISTRATION & TRUST COMPANY

## MATCO LIMITED

### VACANCY: SENIOR CORPORATE AND TRUST ADMINISTRATOR

#### Purpose of the Role

The person occupying the position of Senior Corporate and Trust Administrator will be responsible for the daily operations and administration of his/her portfolio of clients. He/she shall be client-focused, with excellent communication skills and the ability to operate successfully under pressure. He/she shall also be able to take quick business decisions and work under minimum supervision.

#### Core Accountabilities

- Manage the administration of a portfolio of trusts and companies and provide specialist support and advice to clients
- Set up new trusts and companies
- Provide administrative and secretarial support to his/her Manager
- Monitor and assess the risks involved upon execution of any transactions
- Manage key indicator chapters on a regular basis to ensure that all relevant returns are duly filed and are prepared in a timely manner
- Manage debtor's level of his/her portfolio of clients
- Ensure that all businesses are conducted in accordance with the internal policies and procedures, and the rules, guidelines and expectations of the local regulator
- Liaise on an ongoing basis with international service providers
- Conduct regular reviews on existing clients and structures
- Generate regular reports to Management
- Review the annual financial statements of client entities

- Maintain proper records of clients' business conduct
- Effect accurate and standardised billing
- Generate draft annual fee invoices
- Generate and review activity fee invoices for clients
- Prepare and generate credit notes/termination invoices/bad debts
- Issue invoices for new clients
- Ensure billing modules for new set-up are properly created on our software in a timely manner
- Handle any other cognate duties which may be assigned by his/her Manager

#### Profile

- Degree holder in law and/or ICSA qualified or partly qualified
- A minimum of two to three years of work experience in a similar role
- Client and service-focused
- Energetic, enthusiastic and resilient to pressure
- Good verbal, written and interpersonal skills
- Strong communication skills in both English and French
- Ability to work in a team

#### ABOUT MATCO

Established in 2005, MATCO is one of the leading independent management companies in the international financial services sector. MATCO is fully regulated by the Financial Services Commission in Mauritius. It offers a plethora of services for Global Business Companies, Trusts and Funds, ensuring the added benefit of one-stop solutions to business management under one roof.

If you wish to apply, please send your motivation letter and CV  
by email to [hr@matcotrust.com](mailto:hr@matcotrust.com)  
Deadline for submission: 31<sup>st</sup> May 2023