



THE MAURITIUS ADMINISTRATION AND TRUST COMPANY MATCO LIMITED

Corporate and Trust Administrator

Purpose of the Role

The person occupying the position of Corporate and Trust Administrator will be involved in the daily operations and administration of a portfolio of clients. He/she will be client focused, with excellent communication skills and the ability to operate successfully under pressure.

Core Accountabilities

- Administer a portfolio of Trusts and Companies whilst maintaining and developing relationships with clients and third parties
- Attend to client/ introducer queries and requirements
- Attend to client payment requests including preparing payment instructions
- Attend to client board meetings and handle related company secretarial work
- Ensure that all businesses are conducted in accordance with internal policies and procedures and the rules, guidelines and expectations of the local regulator
- Ensure compliance with the internal & industry's code of ethics
- Liaise on an ongoing basis with international service providers
- Maintain proper records of clients' business conduct
- Conduct regular reviews on existing clients and structures
- Manage debtor's level of the portfolio
- Effect accurate and standardised billing
- Generate draft annual fee invoices and activity fee invoices for clients
- Prepare and generate credit notes and termination invoices
- Issue invoice for clients
- Ensure billing modules for new set up are properly created in a timely manner
- Ensure that fee and debt collection are managed within deadline set
- Handle any other cognate duties which may be assigned by your Manager

Profile

- Degree holder in law and/or management field or any equivalent degree and/or ICSA qualified or partly qualified
- A minimum of one to two 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

Deadline for submission: 12 March 2025