



**Date:** February 2024

**Company:** Cannon Asset Management Limited

**Role:** Administrator

**Reports to:** Assistant Manager

**Type:** Permanent

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### **About Cannon Asset Management**

Established in Guernsey in 1997, Cannon Asset Management is a financial and fiduciary services company that provides clients with bespoke, expert solutions and offshore investment alternatives. As a well-established service provider, we offer exposure to areas of wealth management ranging from the formation and administration of Trusts & Companies, Managed Services, Investments, Property Management and Fund Administration. We believe in building trustworthy, long-lasting, and multi-generational relationships with our clients – both individual and corporate.

### **The Role**

The role is suitable for a STEP/ICSA (part) qualified professional who will be joining a busy team dealing with private clients. The successful candidate will provide an exceptional level of service to the relationship officers in South Africa who service the underlying client base as well as those clients we service directly.

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### **Key Responsibilities**

Administrators are involved in all aspects of client administration including but not limited to

- Bookkeeping
- General administration of a portfolio of Trust & Companies
- Statutory work (minutes, agreements, Trust Instruments as required)
- Liaise with clients, intermediaries and other institutions
- Purchase and sale of a wide range of investments and assets including properties
- Making payments, distributions, invoices, investments etc
- Involvement in the investment process, entering the purchase/sale of investments into the Trust/Company books and ensuring that all investments are up-to-date.
- Client due diligence – ensuring CDD is up-to-date
- Preparation of client reports

**Skills, Competencies & Experience**

- Must have at least 2 years+ experience in Trust & Company Administration
- Strong communication (verbal & written) and interpersonal skills
- Ability to work using own initiative, prioritise own work and be flexible to changing business and departmental needs
- Ability to work in a team
- Willing to learn and adapt to new regulations and environments

**Education/Professional Qualifications**

- Studying towards STEP or ICSA preferred but not essential
- Focus on continuous improvement and development
- Good GCSE/O Levels including English and Mathematics
- Strong PC literacy
- Microsoft Office – Word / Excel / Outlook / Powerpoint

**Contact**

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