

Corporate Administrator



About Us

Aester Limited (**Aester**), a licensed Corporate Service Provider regulated by the Bermuda Monetary Authority and a member of the BeesMont Group of Companies, seeks a Corporate Administrator to support its quality and growing corporate administration business in all aspects of daily operations and business development.

The business standards for the BeesMont Group of Companies are built on accountability and the principles of transparency, collaboration, and inclusion, where the best ideas can come from anywhere and anyone. When this is realised, it empowers people from diverse backgrounds, perspectives, and experiences to come together to share ideas, challenge the status quo, and drive innovation.

To Apply

Please send an email to info@beesmont.bm confirming your interest in this career opportunity. Please attach your completed application form (available from the [Careers](#) page of the BeesMont Group of Companies website) to your email for consideration.

Aester does not seek or accept speculative unsolicited resumes or CVs from recruitment agencies. We are not responsible for, and will not pay, any fees, commissions, or any other payment related to unsolicited resumes or CVs except as required in a prior written contract between BeesMont Law and the recruitment agency or party requesting payment of a fee.

Closing date

15 August 2024

Eligibility

Only candidates in good standing will be considered for this role. Offers of employment will be conditional on adherence to our application process, the successful clearance of background checks and review of documentation evidencing educational qualifications and immigration status.

Advancement Opportunities

As the corporate administration business develops, there may be opportunities to progress within the organisation to the role of Corporate Manager to meet clientele demand for business and board support services.

Required Accountabilities

The successful candidate will have excellent time management, record keeping and adhere to professional standards for communications and delivery of services. They will report to the Board of Directors and CFO and be responsible for:

Duties and Responsibilities

- General administration of a portfolio of local and exempt entities
 - Maintain the statutory registers and Minute Book for each company and entity.
 - Drafting of minutes, resolutions and other corporate documentation and circulation to appropriate parties.
 - Ensure corporate records are in good order and compliant with relevant legislations and corporate governances.
 - Ensure all required corporate filings (including annual filings) are made and submitted in a timely manner to the Registrar of Companies and Bermuda Monetary Authority.
 - Attendance at client board meetings, annual general meetings and committee meetings (when required) and preparing and circulating the relevant agendas, notices and proxies.
 - Respectful liaison with board members, responsible attorneys, company advisors and representatives and other intermediaries.
 - Manage requests from duly authorised client representatives for changes to the constitutional documents e.g., increases and reductions of share capital, changes of name, amendments to the Bye-Laws and/or the Memorandum of Association/Incorporating Act.
 - Contribute to general business development including improvement of policies and procedures and other client service deliverables.
 - Complete time recording on a daily basis for posting to the accounting records for each company.
 - Maintain current billing, contact, and address information for each company using Aester approved systems and follow-up on the outstanding accounts receivable as required.
 - Obtain, to the extent possible, a copy of audited financial statements or management (accounts for each company (quarterly or yearly) as required by the Companies Act 1981.
 - Ensure that annual company, business, filing, and licence fees payable in accordance with the relevant legislation are collected and remitted to the regulatory authorities.
 - Availability to work flexible hours as may be required from time to time.
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Incorporations and Onboarding

- Liaise with potential clients requesting incorporation /onboarding information and in all aspects of incorporations.
- Review of corporate records for transfer-in of existing entities using company checklists and procedures.

Compliance

- Management of regulatory filings and compliance matters and ensure client companies adhere to all regulatory requirements, including anti-money laundering (AML) and know-your-customer (KYC) obligations.
- Work with the Group Privacy Officer for proper use and safeguarding of personal information at Aester and undertake strict adherence to policies and procedures regarding PIPA.
- Work with the Aester Compliance team as regards anti-money laundering and anti-terrorist financing regulations anti bribery requirements.
- Complete all compliance and cyber security training modules within the allotted time frame.

Professional Conduct

- Engagement in respectful liaison with third parties, inclusive of potential clients, members of the Bermuda Bar and staff of the BeesMont Group of Companies.
- Conduct oneself in an ethical manner at all times (specifically in accordance with the Bribery Act 2016 and the Human Rights Act 1981).

Compensation

Compensation for this role is dependent on the successful candidate's prior experience, skill set and qualifications for the position.





Required Experience

- A bachelors' degree level education, preferably with ACIS qualification and at least Corporate Secretarial Practice I and II.
- A minimum of 3 - 5 years' recent experience working in a corporate secretarial role managing a portfolio of local and exempt entities with minimum supervision (inclusive of incorporating entities and completing licensing applications for regulated entities and administration of licensees and permits).
- Robust experience performing KYC procedures and a working knowledge of AML, anti-terrorist financing and anti-bribery regulations, FATCA and CRS practices and the Bermuda Companies Act 1981.
- Working knowledge of the incorporation process for incorporating all types of Bermuda entities including (but not limited to): Name reservations, placement of local ads, obtaining BMA consents, making application via the RoC Portal to register a new company, organising the company upon RoC consent and order Minute Books and Company Seals.
- Knowledge and proficiency with Microsoft Office applications (Outlook, Word, Excel and Powerpoint), INTEGRA, the Registrar of Companies online portals and Director portals such as Diligent, would be an asset. Experience with QuickBooks is highly regarded.
- Have a general understanding of PIPA in the context of a licenced corporate service provider.
- Adherence to organisational policies and procedures, inclusive of our policy statement against bullying and sexual harassment and privacy programme infrastructure.

Industry

Corporate Service Provider

Employment Type

Full-time