



**Curacao Trust Management N.V. ("CTM")**, is an independent corporate services provider that offers management, administrative and corporate services to a variety of corporate, institutional and private clients. We are currently looking for a qualified and experienced, full time

## **Account Manager**

who is responsible for the management of a client portfolio by establishing and maintaining a close and professional work relationship with CTM's clients and intermediaries and who will also frequently monitor and update the client files in order to achieve and maintain the standard of AML/CFT compliance through due diligence as required by national and international laws and regulations.

### **Your duties include i.a.:**

- Maintain frequent contact with clients and/or with their representatives.
- Facilitate the incorporation and dissolution of legal entities on behalf of clients.
- Keep the legal entity in good standing.
- Coordinate the timely holding of shareholders and board meetings.
- Conduct due diligence on directors, shareholders, ultimate beneficiaries, attorneys-in-fact and on any other third party related to the legal entity and ensure that all requirements are adhered to.
- Liaise internally with colleague Account Managers, the Compliance Officer, and the Client Administrators.
- Liaise externally with Government and Financial Institutions, professional services providers, and any other third parties relating to the business of the legal entity.

### **Requirements:**

- Master's degree in a cognate discipline (e.g. Law, Economics, Accounting, Business Administration).
- Strong analytical, communication and social skills.
- Able to deal effectively with a high volume and diverse workload while meeting deadlines and working under pressure.
- Accountability in the work place.
- Strong communication skills in Dutch and English both orally and in writing.
- Solution oriented with a proactive work mentality.
- Sound organizational skills.
- Exemplary team player with the ability to work independent.
- Three years of relevant work experience in the fiduciary and corporate services sector.

### **Compensation and benefits:**

Curacao Trust Management offers a competitive salary and benefits, such as a retirement benefit plan, 13<sup>th</sup> month, holiday allowance and a performance-related bonus.

### **Procedure:**

Are you interested in this opportunity and do you meet the requirements? Please send your application letter and curriculum vitae before April 3, 2017 to: [andrea.smit@trustctm.com](mailto:andrea.smit@trustctm.com).