

## **Countrywide Tax & Trust Corporation Ltd**

### **Live Trust Administrator**

Countrywide Tax & Trust Corporation Ltd is a family business with its Head Office being located in Kenilworth. We have been providing estate planning services for in excess of eleven years, and are rapidly expanding with a growing client base throughout the UK.

We have a new role within our 'Live Trust team' and are looking for a candidate to work within a team who deal primarily with trust administration. You will later develop the skills to manage your own caseload of private family trusts following training.

The team consists of an In House Solicitor as the Head of department and 3 other full time Live Trust Administrators. You will also liaise with two lawyers, a dual qualified Financial Advisor and Trust and Estate Practitioner.

The role consists of:

- Drafting and processing Legal Documents relating to the administration of different types of trusts
- Liaising with our Consultants and clients by telephone and email, and face to face meetings where required
- Dealing with returned documents requiring countersignature and storage.
- Liaising with financial advisors to the trust and other professional partners where applicable (in the main this will be solicitors and accountants)
- Assisting with the sale and purchase of trust properties and investments
- Maintaining trust records

The ideal candidate will possess the following skills:

- A degree in Law.
- Ability to work as part of a team and after training, without direct supervision.
- Good customer service skills and a good telephone manner.
- A good command of written English.
- Computer literacy, in Outlook, Word, Excel etc.

Salary is between £16500- £18,000, depending on experience.