MD Financial Management

Job Title: Regional Trust Officer

Summary:

The Regional Trust Officer's primary responsibility is to lead the client relationship and administration activities for estate and trust settlement.

Core Individual Responsibilities:

Estate Administration:

- Proactively manage relationships with family members and others during settlement of deceased clients' estates
- Arranges to meet with beneficiaries/co-executors/co-liquidators for initial client meeting to obtain key documentation required to commence with estate settlement
- Completes an initial assessment of requirements for safeguarding and appraisals for real estate, household items and personal effects
- Liaises and consults with Senior Trust Officer (STO – Home Office)) during the estate and trust administration with assistance and support of Regional Trust Administrator, Senior Trust Administrator, Tax Officer and Estate & Trust Advisor
- Prepares initial estate documentation and related forms ensuring thoroughness, accuracy and consistency to be forwarded to Central Administration (Home Office) to commence with administration activities
- Follows relevant provincial legislation and MD policy during estate settlement process.
- Proactively communicates frequently with co-executor and beneficiaries with status updates (letter, phone or e-mail)
- Identifies matters requiring the exercise of executor/trustee discretion, and participates in the discretionary decision process by gathering relevant client information, making recommendations to Discretionary Committee, as required
- Participates in collaborative tax planning and execution of strategy with Senior Trust Officer and Tax Officer to minimise income tax owing by estate, beneficiaries or deceased
- Follows up as necessary to obtain documentation, personal information, statutory declarations, distribution instructions, tax information, releases, approvals, to ensure administration is on plan

Testamentary Trusts and Powers of Attorney:

- Prepares trust documentation and related forms ensuring thoroughness, accuracy and consistency to be forwarded to Central Administration (Home Office)
- Conduct periodic reviews with clients
- Review and approve invoices and funding requests from beneficiaries
- Prepares documentation and participates in discretionary decisions
- Proactively manage relationships with clients

- General: Network and promote MDPT services to MDPS and beneficiaries to identify new business opportunities for MDPT
- Frequent travel within territory
- Participate in in-house seminars
- Takes efficient and timely actions in an effort to meet/exceed MDPT's client service commitments.
- Communicates regularly with MDPT Team Members both informally and formally, to ensure efficient and timely flow of information to all interested parties; conveys technical material in a manner that is understandable, verbally and in writing
- Maintain appropriate client records on information systems
- Act as backup to the Estate and Trust Advisor on technical matters, as required
- Understand how the Bank's risk appetite and risk culture should be considered in day-to-day activities and decisions.
- Actively pursues effective and efficient operations of his/her respective areas in accordance with Scotiabank's Values, its Code of Conduct and the Global Sales Principles, while ensuring the adequacy, adherence to and effectiveness of day-to-day business controls to meet obligations with respect to operational, compliance, AML/ATF/sanctions and conduct risk.
- Champions a high performance environment and contributes to an inclusive work environment.

Education & Experience:

- University Degree or Equivalent
- Accreditation (MTI-Personal Trust) from CSI Global Education Inc., or equivalent
- Knowledge of relevant legislation, taxes and government filing requirements regarding estates and trusts
- Strong knowledge of PC applications, including Excel and MS Word
- Five to ten years' experience in and trust administration
- Strong client relationship management experience
- Detailed knowledge of trust systems and reporting

Competency Requirements:

- Stewardship of the client experience.
- Strong organizational skills and a high level of attention to detail.
- Outstanding interpersonal skills – able to deal with sensitive and difficult client situations in a gracious and professional manner
- Excellent communication skills.
- Flexible and adaptable.
- Self-motivated, resourceful and takes initiative.
- Ability to work cohesively with peers and service partners
- Ability to guide and mentor others in estate and trust settlement process

How to Apply: Linked In
https://www.linkedin.com/jobs/view/2748020740/?alternateChannel=search&refId=YodPn7HhODZZdc1bH%2BdwVw%3D%3D&trackingId=5VMvrXMd2klhOj9egpHKOA%3D%3D

Alternative Link
https://recruiting.ultipro.ca/MDF5000MDFM/JobBoard/c968dcef-faff-4e28-ac8a-607417aa9e7a/OpportunityDetail?opportunityId=63fa49f0-9d4c-42e9-ba28-8092bc1fb88f

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