

# TRUSTMOORE

*Would you like to work as a legal account manager in a company with an informal culture and be responsible for your own client portfolio from A to Z?*

Then you could be the  
**LEGAL ACCOUNT MANAGER**  
we are looking for!

## WHAT WILL YOU DO?

As legal account manager (LAM) you are part of an assigned client team and works closely with Trustmoore's UK team in order to continuously exceed our client's expectations. In this position, you'll report directly to the managing director and director of business development. The LAM is responsible for managing all legal, compliance (first line), company secretarial, and administrative matters of our fast-growing client portfolio of so-called special purpose vehicles (SPV's) and other entities. The LAM is expected to continuously develop both personally, as well as professionally, and deliver added value to all disciplines within Trustmoore and contribute to the further growth of our office.

Main responsibilities are:

- Manage the administrative and day-to-day activities of a portfolio of so called SPV's and other entities;
- Maintain and develop contact with investment managers, trustees, collateral administrator's and banks in order to meet transaction deadlines and serve the client's needs;
- Assist in keeping a client portfolio of SPV's in "good legal standing" in accordance with UK Companies Legislation;
- Ensure that all legal procedures remain in line with applicable law and overall objectives;
- Assist with incorporation, maintenance and/ or dissolutions, capitalization, registrations (e.g. tax, consumer credit and data protection), bank account openings and KYC requirements;
- Liaising with external parties, local authorities, banks, notaries and advisers;
- Arranging for SPV's to be liquidated and liaising with relevant parties as independent auditor and liquidator;

- Preparing and filing of annual returns and monitoring of statutory deadlines;
- Preparing and organize client, board and shareholders meetings;
- Drafting and maintaining (shareholder) registers and assisting with share transfers;
- Setting up and maintaining digital client files;
- Build up a business network and communicate in a natural way with all relevant parties;
- Assist with the preparation of fee proposals;
- Assist with ad-hoc (regulatory) projects and/or requests by management;

## **WHERE WILL YOU BE WORKING?**

Working at Trustmoore means working in a dynamic company with great colleagues and an international environment. At Trustmoore, we score as a team and our colleagues are on top of their game. Trustmoore is a boutique-style corporate service provider with four lines of business: Fund Services, Structured Finance & Capital Markets Services, Multi-Family Office Services and Corporate Expansion Services. You will be working in the rapidly expanding UK Team, and we pride ourselves of working with well-known Asset Managers, Law Firms, Tax advisors, Banks, Private Equity and Real Estate Firms. We want to excel in what we do, nothing more, nothing less. Word of mouth marketing is the best form of advertisement for us.

You will be working in one of the most beautiful areas of London. Our office is easily accessible by both private and public transport. You will receive a competitive salary, holiday allowance, 25 vacation days (based on full time basis) and international career opportunities in our other offices. You can also benefit and participate in:

- TM Academy with soft skills, knowledge and leadership development trainings;
- Social and sport events with your colleagues;
- Our annual ski trip;
- Interaction with a small team in London and more than 220 colleagues worldwide;

## **HOW DO YOU FIT IN THE TEAM?**

As a LAM, you need to manage ad-hoc activities, next to your intensive client contact and daily work. In this position, you need to prioritize what is important, have a hands-on and independent work mentality and be able to deal with stress. You are proactive, know what you are capable of, possess good communication skills and not afraid of asking questions.

Other relevant qualifications for this profile:

- Bachelor's degree in law or comparable level achieved through exposure and experience
- Minimum 3-4 years' experience in a similar position preferably with international experience within, e.g., a law firm, corporate services provider and/or financial institution;
- Excellent understanding of English Law and UK Companies Legislation;
- Interest in the international financial/capital markets and financial instruments;
- Excellent Word and Excel skills; and
- Company secretarial experience is a plus.

Do you recognize yourself in this profile? We can't wait to meet you!

If you have any questions about the position or about Trustmoore, please contact Pauline Wolf by email [pauline.wolf@trustmoore.com](mailto:pauline.wolf@trustmoore.com)

## ABOUT US

We make success possible. Success for our clients by providing high-quality services, however also success for our colleagues by providing you with personal and professional growth opportunities to help you reach your full potential. Just as we help our clients reach their goals.

The foundation of our success is delivering true value through long term relations. That applies to our clients and colleagues. We are in it for the long run, that creates value for us and for you. This results in a very personal and informal company culture with a healthy work-life balance. We are proud of that, and we call it being professional in a non-corporate way.



## DO YOU WANT TO LEARN MORE ABOUT US?

Check our website <https://www.trustmoore.com/careers/>

By sending in your personal details for this job application, you give your consent that those details will be saved in our database for application purposes. After the termination of your application procedure, we will delete your details from our database. Obviously, we will treat your details with care, with confidentiality and we will not share those with third parties.