



## **JOB DESCRIPTION**

**Job title:** Junior Client Administrator

**Reporting to:** Client Administrator, Account Executives and Vice-Presidents

**Location:** CGI Tower, Warrens, St. Michael

**Closing Date:** July 14, 2017

### **The Company**

Amphora Financial Group is a financial services provider which currently comprises Amphora Bank & Trust Corporation, Amphora Life Insurance Company Ltd., Amphora Management Services Limited and Amphora Captive Insurance Managers Limited. These companies are established in Barbados and provide a wide array of high quality services including life insurance products geared towards high net worth individuals, trust administration services and the management of captive insurance companies and other companies.

### **Main purpose of job**

To manage client banking facilities, including the processing of banking transactions, maintenance of AML and KYC documentation, processing invoices and purchase orders.

### **Responsibilities and Duties:**

- Data entry and reconciliation of transactions for client portfolios.
- Ongoing correspondence with clients, Account Executives and Vice Presidents
- Maintain record confidentiality.
- Comply with regulatory and internal controls.
- Process invoices, purchase orders, receipts and payments on a timely basis
- Receive, scan and file documents.
- Provide administrative support to other professional and administrative staff.
- Be trained to become proficient in the various software packages used in the captive and management process.
- Be trained to become proficient in the use of Microsoft Dynamics GP software.
- Other ad hoc duties and projects as required.

### **The Candidate**

The successful candidate should:

- Have a Bachelor's degree in Accounting and a background in client services.
- Have strong interpersonal skills, as well as excellent verbal and written communication skills.

- Demonstrate attention to detail.
- Be a motivated self-starter, able to work with minimum of supervision and with a keen appreciation for the importance of quality service delivery to our clients.
- Exhibit initiative and be proactive with any suggestions for improvements to the case management process and any other processes.
- Be task oriented and have the ability to adhere to deadlines and schedules.
- High energy and resiliency, and the ability to manage multiple priorities.
- Have a pleasant disposition and is a good team player.

**Other requirements:**

Knowledge of the captive and international business industries would be an asset.

**Knowledge of the following software would be beneficial:**

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Dynamics GP

**Working conditions**

Office hours are from 9.00 am to 5.00 pm Monday through Friday.

Amphora Group is part of the financial services community and additional hours are required from time to time depending upon the cycle of work or client requirements. The Group is primarily concerned with meeting the customer's needs within a professional environment and allow employees leeway as to beginning and ending hours, within this context.