

HEAD OF CORPORATE SERVICES

Horseshoe Corporate Services Ltd. is a leading corporate services provider dedicated to both the Insurance Linked Securities and the alternative fund markets, with offices in Bermuda and Cayman Islands

Our Bermuda office has an opening for a highly motivated individual to join their dynamic organization as the **Head of Corporate Services**.

Required qualifications and skills:

- A university and/or law degree, with an ICSA qualification (ACIS or ideally a FCIS designation), with at least ten years' management experience and currently acting as a company secretary being a must
- Candidates with a working knowledge of the mutual fund and reinsurance industry with exposure to the ILS asset class, primarily in Bermuda and Cayman, from a legal, risk and compliance perspective will be preferred
- Sound knowledge of governing legislation in Bermuda and Cayman
- Previous experience acting in a directorship capacity on offshore companies
- Excellent interpersonal and communication skills with proven experience assisting with business development
- Enthusiastic and strongly motivated self-starter requiring minimal supervision and being proactive and responsive at all times with great attention to detail and ability to produce error-free work
- Proficiency in Microsoft Office and Viewpoint or other corporate data base systems is a must
- Strong working knowledge of offshore AML/ATF requirements
- Strong working knowledge of corporate administration processes and associated best practices
- Strong organizational skills and ability to meet deadlines
- Excellent judgment and decision-making skills
- Flexibility and willingness to work outside of normal office hours to attend and minute meetings with ability to work overtime and on weekends and public holidays as required

Responsibilities include but are not limited to:

- Manage a team of company secretaries providing incorporation and corporate secretarial services to primarily reinsurance companies including but not limited



to transformers and SPIs as well as investment funds established in Bermuda, Cayman Islands and BVI

- Participate in business development initiatives including developing strategies to increase revenue
- Act as a director and/or company secretary responsible for convening meetings of the Directors and Members thereof, attending meetings, drafting minutes, attending to statutory filings, maintenance of statutory registers etc.
- Manage the onboarding of new clients including assistance with the sales process and preparation of fee proposals
- Provide leadership and direction to the department with respect to monitoring and implementing new policies and procedures as a result of regulatory or internal policy changes
- Conduct staff appraisals at least annually providing ongoing feedback to staff, setting goals and determining training needs
- Act as main point of contact for regulatory onsite visits
- Provide strategic guidance on corporate department organizational changes and optimum structure
- Conduct annual reviews of client companies and be responsible for monitoring compliance with all relevant legislation and identifying and reporting on areas of non-compliance
- Special projects as and when required

This is an excellent career opportunity with a fast-paced growing company

Applications will be dealt with in strict confidence and interested candidates can apply **before August 14th, 2020** via email to:

careers@horseshoeglobal.com

Horseshoe

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www.horseshoeglobal.com