



PR/096486 | Private Wealth Trust Specialist (Progression to Private Wealth Planner!)

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1579679

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

March 24th, 2026 10:02

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

Our client is one of most prominent private banks in Southeast Asia.

JOB RESPONSIBILITIES

Reporting to the Senior Management, the Trust Specialist will play a key role in managing trust structures while ensuring full compliance with all relevant regulations and be responsible for various trust structure in line with all relevant regulations, in an effective manner to continuously meet client's expectations. You will work closely with Senior Management to delivering effective solutions that consistently meet client expectations.

- Assisting the Senior Management in developing, updating and implementing compliance related policies, procedures and workflows that are related with relevant regulations and industry best practices, e.g., notices and guidelines issued by the Monetary Authority of Singapore ("MAS") and Personal Data Protection Act.
- To assist in the onboarding of clients including the review of KYC and to perform the requisite due diligence

checks are conducted according to the Company's policies and procedures.

- To perform and ensure timely transaction monitoring and periodic review according to Company's policies and procedures.
- Assist with the administration of trust and attend to client queries, coordinate trust account activities, carry out trustee functions.
- To liaise with external parties such as external lawyer, investment manager and banker while carrying out the trust on-boarding/ administration duties.
- To monitor and ensure accounts receivables for the clients under administration from time to time.
- To ensure Company's policies and procedures and regulatory requirements are met in matter concerning trust administration and to escalate any breaches to Senior Management.
- To ensure safekeeping of records per Company's policies and procedures.
- Require to assist with internal and external audit-related matters.
- Perform any additional duties or participate in ad-hoc projects assigned by the Senior Management from time to time.

REQUIREMENTS

- Bachelor's degree in law, accounting, finance, business, or a related discipline.
- 2–5 years of relevant experience, preferably in a licensed trust company environment, with exposure to compliance and trust administration.
- Good understanding of trust law, company law, and regulatory requirements applicable to trust companies, including MAS regulations, AML, and KYC obligations.
- Strong analytical, organizational, and project management skills, with high integrity and confidentiality.
- Excellent communication and interpersonal skills, with proficiency in both written and spoken English and Chinese in order to co-ordinate with both the internal and external parties.
- Meticulous, well-organized, and able to work independently under pressure to meet deadlines.
- STEP Diploma, WMI Advanced Certificate in Trust Services, or other relevant professional qualifications is an advantage.
- Good technical knowledge in trust, tax, accounting, and company law is preferred

We regret to inform that only shortlisted candidates will be notified.
We appreciate your understanding.

EA: JAC Recruitment Pte. Ltd.
EA Licence: 90C3026
EA Personnel: R22109162
EA Personnel Name: Tan Wan Ting

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#countrysingapore

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Company Description