

Solutions and Service Delivery > Provision of Family Office Services

Title	Execute administration of family offices
Code	106618L4
Range	Administering the family offices. This applies to different kinds of administrative duties offered by family offices.
Level	4
Credit	4 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand services of family offices <p>Be able to:</p> <ul style="list-style-type: none"> • Demonstrate proficient understanding in applicable regulatory requirements regarding family office and its related services in order to plan for the administration • Summarize features of the various services provided by the family offices in order to oversee and coordinate the administration 2. Execute daily administration of a family office <p>Be able to:</p> <ul style="list-style-type: none"> • Arrange payment of expenses, invoices, purchases and taxes, etc. and review authorization • Perform basic banking and accounting services, e.g. opening bank accounts, bank statement reconciliation 3. Provide concierge and lifestyle management services <p>Be able to:</p> <ul style="list-style-type: none"> • Manage different assets of the family, e.g. holiday properties, private jets, yachts, including services such as leasing, housekeeping • Organize membership for private clubs and societies • Liaise with families for gatherings, gifts, travel and events, etc. • Prepare for hotel or transportation arrangement
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Handling of different kinds of administrative duties of families in a timely and effective manner.
Remark	