



ANGUILLA FINANCIAL SERVICES COMMISSION

EMPLOYMENT OPPORTUNITY

Administrative Officer, Financial Services Commission

Applications are invited from suitably qualified persons to fill one (1) vacant position of Administrative Officer in the Registry Department at the Financial Services Commission.

The functions of the position include, but are not limited to the following:

- Organize, schedule, and coordinate the administrative functions of the department's executive management to ensure the achievement of work targets and compliance with established policies, procedures, and perspectives.
- Assess, prioritize, compile, and respond to routine correspondence for the Financial Services function.
- Create, organize and maintain an appropriate filing system for all departmental documents, statements, reports, records and correspondence.
- Deal with financial transactions in respect of the delivery of statutory documents and process refunds as required.
- Assist with the training and supervising of clerical office staff in the secretarial, administrative, and other support functions of the Department.
- Coordinate the collation of inputs for departmental budgets and deploy approved budgets in accordance with established control procedures.
- Accept documents that are generated through the online system, prepare original documents for signing and sealing, and prepare digital certificates for clients.
- Administer the registration of foundations, and prepare certificates and filings.
- Oversee purchasing activities.

The successful candidate will need to have:

- An Associate's Degree in Public/Business Administration, Management Studies or Human Resources.
- At least 3 years' experience working in a similar capacity and environment.
- Knowledge of current international financial services regulatory standards and practices, particularly insurance and credit unions.

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- Relevant post-graduate certifications, designations or qualifications in the areas of insurance, finance and/or regulation would be an asset.
- Ability to read and understand legislation would also be an asset.

Required Skillset:

- Proficiency in Microsoft Office Suite
- Excellent communication Skills (Oral and written)
- Database Management
- Strong analytical skills
- Excellent interpersonal skills
- Excellent Team Player
- Risk Assessment and Compliance Strategies
- Organized with the ability to prioritize well in a high-volume work environment
- Ability to read and understand legislation

A competitive salary will be offered based on qualifications and experience.

Persons interested in the position should email their letter of application and resume, by the deadline of **12 July 2024** to: Head of Human Resources, P.O. Box 1575, The Valley, Anguilla at Kadeem.gray@afsc.ai

N.B. Applicants should also send a copy of their application to the Labour Commissioner, Mrs. Joanne Hodge at the Labour Department, The James Ronald Webster Building, The Valley, Anguilla.