



ANGUILLA FINANCIAL SERVICES COMMISSION

EMPLOYMENT OPPORTUNITY

Finance Officer, Financial Services Commission

Applications are invited from suitably qualified persons to fill the vacant position of Finance Officer in the Finance Department at the Financial Services Commission.

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

- Assist in maintaining accurate financial records, including ledgers, journals, and financial statements.
- Assist with the preparation of monthly, quarterly, and annual financial reports for management, the board and external stakeholders.
- Support in preparing financial statements and ensuring compliance with accounting standards and regulations.
- Conduct monthly reconciliations of bank statements and general ledger accounts.
- Assist with the reconciliation of CRES and ARIAS reports.
- Assist with the processing of invoices and ensure timely payments to vendors.
- Assist with the collection and receipting of cheques and monies for the Commission.
- Record, verify, and reconcile financial transactions, including incoming payments and receipts.
- Assist with the depositing of all Commission's monies and the management of the Commission's bank accounts.
- Monitor and advise on outstanding annual license fees.



ANGUILLA FINANCIAL SERVICES COMMISSION

- Assist with the preparation of payment vouchers, checks, and electronic transfers as required.
- Assist in the preparation of the organization's annual budget.
- Monitor budget implementation and assist with reporting on variances between actuals and forecasts.
- Support procurement activities by verifying documentation to ensure accurate processing payments.
- Help manage the organization's inventory, ensuring accurate records of supplies and assets.
- Monitor and maintain the Commission's Fixed Asset Register.
- Coordinate with external auditors for the annual audits and ensure timely completion.
- Assist with the preparation, processing and administration of the Commission's monthly Payroll
- Provide assistance when necessary to the administrative staff to ensure that work is accurate and completed.
- Assist with the maintenance of various registers surrounding the activities of service providers.

The successful candidate will need to have:

- Bachelor's Degree in Finance/Accounting/Business Administration
- At least 5 years' experience working in a similar capacity
- Proven experience with computerized accounts systems, preferably Sage
- Experience with Office Administration and providing support to a Finance Manager
- The following certifications would be an asset: Certified Public Accountant (CPA)/Certified Management Accountant (CMA)



ANGUILLA FINANCIAL SERVICES COMMISSION

Required Skillset:

- Proficiency in Microsoft Office Suite
- Excellent communication Skills (Oral and written)
- Strong analytical skills
- Excellent interpersonal skills
- Excellent Team Player
- High level of integrity and professional ethics.
- Organized with the ability to prioritize well in a high-volume work environment

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 **19 February 2025** 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.