



**ANGUILLA FINANCIAL SERVICES COMMISSION**

**EMPLOYMENT OPPORTUNITY**

**Clerical Officer, Financial Services Commission**

Applications are invited from suitably qualified persons to fill the position of Clerical Officer at the Financial Services Commission.

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

- To provide clerical and typing support services for effective operations of the Commercial Registry.
- Ensure compliance with Commercial Registry legislation and international standards.
- Provide secretarial support for the Intellectual Property Office.
- Respond to queries and enquiries received from both the public and professional firms pertaining to company-related matters.
- Operate the Commercial Registry Electronic system to ensure that the system is updated with all manually submitted documents in a timely manner and ensure that all pending documents on the Commercial Registry Electronic System are checked for regulatory compliance and processing within 15 minutes of receipt.
- Scan and attach new Documents/Registrations, Annual Returns and any other documents to the Commercial Registry Electronic System and file all documentation received from clients.
- Assist customers with documents submission/registration application, Commercial Registry Electronic System and legislative queries.
- Assist with the preparation and process of incoming invoice(s) that are relating to the day to day operations of the Registry on the Smart Stream system.
- Prepare Registry Statistics on a monthly and yearly basis to include all new incorporations, strike action and number of company restorations.
- Assist with the preparation of certificates for signatures and sealing as necessary.
- Manually preparing Foundations as required under the Foundation Act and all filings attached with it.
- Liaise and assist Commercial Registry Electronic System support with the resolution of issues/errors relating to the Commercial Registry Electronic System reported by clientele.
- Ensure that Company Managers or Registered Agents when submitting company filings follow the correct procedures.
- Assist in the preparation of Trade Marks, Patents and Industrial Designs applications for submission to the gazette and respond to Trade Mark and Patent queries.
- Engage in purchasing activities for Registry supplies.



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- Record Trade Marks, Patents and Industrial Designs information in the register and database if required. Respond to queries and enquiries received from both the public and professional firms pertaining to Trade Marks, Patents and other Intellectual Property matters if required.

The successful candidate will need to have:

- A minimum of four (4) CSEC subjects including English.
- At least two (2) years' experience in a similar capacity and environment.
- Basic knowledge of the financial services industry.
- Basic knowledge of and the ability to read Commercial Registry legislation would be an asset.

Required Skillset:

- Proficient in Microsoft suite of products;
- Database Management
- Excellent Interpersonal Skills
- Excellent Team Player
- Ability to communicate effectively both orally and written;
- 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 **26 July 2024** to: Head of Human Resources, P.O. Box 1575, The Valley, Anguilla at [Kadeem.gray@afsc.ai](mailto: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.