



## ANGUILLA FINANCIAL SERVICES COMMISSION

### **EMPLOYMENT OPPORTUNITY**

#### **Administrative Assistant, Financial Services Commission**

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

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

- Assist with the organizing, scheduling and coordinating of the administrative functions of the department's executive management so as to ensure the achievement of work targets and compliance with established policies, procedures and perspectives.
- Provide information and/or clarification for customers, users, and clients of the department on all provisions, requirements, procedures, and programmes to promote effective levels of customer service.
- Collate inputs for the preparation of the department's policy, procedural and administrative manuals and guidelines.
- Develop, establish and coordinate the implementation of appropriate filing and recording systems for the Registry.
- 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.
- Handle the registration of Charges and Mortgages and ensure the creation of the associated certificates.
- Conduct company searches, name reservation filings and prepare photocopies for clients as necessary.
- Liaise and assist Commercial Registry Electronic System support with the resolution of issues/errors relating to the Commercial Registry Electronic System reported by clientele.
- 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 with the preparation of certificates for signatures and sealing as necessary.
- Any other duty as required by the Deputy Registrar and Registrar.

The successful candidate will need to have:

- An Associate's Degree in Public/Business Administration, Management or an HR related field.
- At least three (3) years' experience in a similar capacity/role and environment.

**Hansa Building 2 – 1<sup>st</sup> Floor – Cosley Dr. - P.O. Box 1575 - The Valley - Anguilla, B.W.I**  
**Tel.: (264) 497-5881; Fax: (264) 497-5872; E-mail: [info@afsc.ai](mailto:info@afsc.ai) Website: [www.fsc.org.ai](http://www.fsc.org.ai)**



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- Advanced knowledge of and experience with the Microsoft Office Suite.
- Basic knowledge of and the ability to read Commercial Registry legislation would be an asset.
- Experience with operating an electronic system 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 **15 October 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.