



ANGUILLA FINANCIAL SERVICES COMMISSION

EMPLOYMENT OPPORTUNITY

Compliance Officer, Financial Services Commission

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

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

- Assist in ensuring compliance with legislative requirements for filings and other operations of the Commercial Registry, including adherence to relevant Registry Acts. Assist in reviewing and processing all incoming filings on the Commercial Registry Electronic System (CRES), ensuring their accuracy and compliance with applicable standards.
- Assist in monitoring compliance with international standards and regulations, such as FATF recommendations, OECD standards, to align Registry operations with global best practices.
- Assist in conducting risk assessments and recommending measures to address potential compliance risks, Anti-Money Laundering (AML) vulnerabilities, and Intellectual Property rights.
- Assist the Deputy Registrar Compliance in collaborating with relevant stakeholders, including government authorities and regulated entities, to enhance compliance awareness and adherence.
- Assist in conducting audits and inspections of registry processes and filings to identify and mitigate compliance risks, including operational inefficiencies and policy non-adherence.
- Identify potential compliance risks and work with the Deputy Registrar Compliance to develop mitigation strategies.
- Assist in reviewing and verifying applications for trademarks, patents, and other Intellectual Property to ensure compliance with national laws and international standards.



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- Assist in developing and delivering training programs for registry staff and stakeholders to enhance compliance knowledge and practices, focusing on areas such as AML, data integrity, intellectual property compliance, and beneficial ownership transparency.
- Respond to compliance-related inquiries from stakeholders and provide guidance to ensure adherence to registry regulations.
- Represent the Registry Unit in local and international workshops, seminars, and conferences related to compliance, intellectual property, and commercial activities.
- Assist in preparing detailed compliance reports, including risk assessments and mitigation strategies, for the Deputy Registrar Compliance and senior management, with regular updates provided on a quarterly and as-needed basis.
- Assist in reviewing the Beneficial Ownership and Economic Substance databases to ensure compliance with applicable regulations, ensuring data accuracy and timely updates.
- Assist in ensuring the accuracy and integrity of submissions including accounting records by service providers and flag non-compliance issues for resolution.

The successful candidate will need to have:

- A Bachelor's degree or equivalent qualification in Law, Business Administration, Finance, or a related field.
- At least three years of experience in a compliance-focused role, preferably within a regulatory or financial services environment.
- Familiarity with international compliance standards such as FATF, OECD, and Economic Substance regulations.
- Ability to read and understand legislation.

Required Skillset:

- Proficiency in Microsoft Office Suite
- Excellent communication Skills (Oral and written)

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- Database Management
- Strong analytical skills
- Excellent interpersonal skills
- Excellent Team Player
- Risk Assessment and Compliance Strategies
- Proficiency in using compliance systems and standard office applications.
- High level of integrity and professional ethics.
- 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 **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.