

# VACANCY

Applications are invited from suitable qualified persons for appointment to the post of **REGISTRATION OFFICER** in a supervisory authority.

JOB TITLE: Registration Officer

REPORTS TO: Supervisor

## OVERVIEW OF ROLE

The Registration Officer is responsible for ensuring timely and accurate processing of registration applications and renewals. The Registration Officer also collates and assesses information relating to applications, seeks further information where required and assists in maintaining the registration records and statistics.

## PRINCIPAL RESPONSIBILITIES

- Provide high quality, accurate information, by telephone and in writing, to enable the public to apply for and renew registration
- Assess registration applications against established criteria
- Review an applicant's official documentation to ensure compliance with legal requirements.
- Maintain registration information and records
- Provide administrative and statistical information regarding registration matters and activities where required.
- Respond to enquiries relating to the progress of applications.
- Provide assistance in the operation of compliance-related duties within the assigned Unit, commensurate with the level of responsibility attached to the post and at the direction of the Supervisor.
- Undertake any other responsibility as may be assigned by the Director

## SKILLS

- High standard of written and verbal communication skills
- Ability to identify inconsistencies with written documentation and propose solutions.
- Proven computer skills including a working knowledge of email applications, spreadsheets and word processing.
- Able to respond to requests for information in a timely manner and work well in a team environment.
- Punctual, reliable, hardworking and supportive of other team members.
- Able to liaise with a diverse range of people

## MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- Bachelor's degree in anti-money laundering compliance, Business Administration, Accounting, Finance, Accounting or a related field.  
**OR**
- Diploma in anti-money laundering compliance, Business Administration, Accounting, Finance, Accounting or a related field plus a minimum of 3 years' experience in a regulatory or anti-money laundering compliance environment  
**OR**
- Professional qualification in anti-money laundering compliance plus a minimum of 3 years' experience in a regulatory or anti-money laundering compliance environment.

Employment will be non-pensionable. Compensation will be commensurate with qualifications and experience and will be in accordance with the terms stipulated by the Authority.

**ONLY SUITABLY QUALIFIED APPLICANTS WILL BE ACKNOWLEDGED AND INVITED FOR AN INTERVIEW**

Application with resume, including the names and contact details of two referees, may be submitted via email with: *CONFIDENTIAL – APPLICATION FOR POSITION OF REGISTRATION OFFICER* to: [slufia@candw.lc](mailto:slufia@candw.lc)

**Applications should be received no later than November 30, 2023**