



## ANGUILLA FINANCIAL SERVICES COMMISSION

### JOB VACANCY

#### **Clerical Officer – Anguilla Financial Services Commission**

Applications are invited from suitably qualified Anguillians to fill the vacant position of Clerical Officer with the Anguilla Financial Services Commission.

The Financial Services Commission is a statutory body formed pursuant to the Financial Services Commission Act, 2003. Its main functions are to license and regulate financial services business in and from within Anguilla. Additional information about the Commission can be obtained from the Commission's website at <http://www.fsc.org.ai/>

The key duties of the position include:

- i) Secretarial functions: including typing; taking minutes; preparing reports; filing; responding to correspondences and queries; routing telephone calls; preparing, sending and receiving facsimiles; and other general office duties.
- ii) Managing the Commission's mail; including the collection, recording, sorting and dissemination.
- iii) Preparing licence certificates; assisting in preparing monthly accounts; monitoring the content of the Commission's website.
- iv) Performing other related duties as required by the job function under the guidance of the Office Manager

Applicants should possess at least four CXC/GCE general passes, including Mathematics and English Language. The successful candidate must also be computer literate.

Salary will be commensurate to qualifications.

Persons interested in the position should send their letter of application to: Mr Niguel Streete, Financial Services Commission, P O Box 1575, The Valley, Anguilla, to reach him on or before **15<sup>th</sup> August 2008**.

**A copy of all applications should be submitted to the Labour Commissioner, Mr. Russell Reid, at the Labour Department, The James Ronald Webster Building, The Valley, Anguilla.**