



## ANGUILLA FINANCIAL SERVICES COMMISSION

### JOB VACANCY

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

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

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

- Performing administrative duties including preparation of correspondence, documents and reports
- Development and maintenance of efficient record management system
- Maintaining and updating of various databases
- Assisting with accounting transactions to include posting of monthly expenses and receipting of revenues
- Monitoring and updating the content of the Commission's website and social media pages
- Coordinating internal and external events such as seminars, workshops, meetings and conferences
- Perform other related duties as required by the job function under the guidance of the Head of Finance

The successful candidate should have:

- At least eight (8) units at CAPE or equivalent passes or an Associate Degree
- Five (5) years' experience in a similar position
- A valid driver's license

Required skill set:

- Proficient in Microsoft Office
- Excellent customer service skills
- Excellent communication skills (written and verbal)

Persons interested in the position should send their letters of application to the Director, Financial Services Commission at [info@afsc.ai](mailto:info@afsc.ai).

The deadline for receipt of applications is **4<sup>th</sup> September 2023**

Persons should also send a copy of their application to the Labour Commissioner, Labour Department, James Ronald Webster Building, The Valley, Anguilla.