



Job Profile: Registry Officer

About us

We supervise the island's financial services industry for compliance with both conduct and prudential requirements, and under the anti-money laundering (AML), countering financing of terrorism (CFT), and countering proliferation financing (CPF) framework.

The JFSC is one of the few regulators globally to benefit from the Regulator and the entity Registrar operating under a single financial services commission.

Division: Registry

We operate the Companies Registry which registers and maintains Jersey companies, partnerships, foundations, limited liability companies and business names.

Our Registry responsibilities include acting as a corner stone in the fight against money laundering, terrorist financing and proliferation financing. We record, screen and authenticate beneficial ownership, controller and significant persons details and we assess all activities ensuring adherence to the Islands Sound Business Practice Policy, which could also include applications that may present higher-risk characteristics. We also deal with global continuance, cross border mergers and other international transparency applications.

Team: Registry Operations

The operations team is responsible for maintaining 16 registers within Jersey through evaluating and authorising applications for new Jersey legal entities and arrangements, and evaluating if the business type and individuals pose any risk to Jersey's reputation of being a well-regulated and controlled jurisdiction. This work is a vital role in deterring and combatting financial crime so that Jersey maintains its reputation as a highly regarded International Financial Centre.

The team work closely with many other divisions with the JFSC, namely Registry Supervision, the JFSC Supervision team and Enforcement team. We provide input and statistics into to the wider JFSC which are used to assess risk and any new activity trends being submitted.

Role: (Permanent, 35 hours per week)

The successful candidate will report to their Registry Manager and will be part of a team of Registry Assistants, Officers and Managers which carry out processes associated with the Registers maintained by the Registry.

The successful candidate will **deliver the following outcomes:**

- Providing a high quality, effective and efficient service to all users of the Registry (including authorised persons, regulated entities, lawyers and the general public) by telephone, email and customer portal.
- In line with established procedures daily activities include:
 - review and consider business incorporation submissions
 - ensure correct details have been submitted by Registry users
 - perform due diligence reviews on significant persons within submissions in accordance with the AML/CFT/CPF laws, regulations and sanctions to identify adverse findings
 - consider the purpose of incorporations whilst adhering to the JFSC Sound Business Practice Policy
 - consider the possible restrictions or conditions to certain types of business
 - record issues and higher risk factors associated with applications, take appropriate action to obtain complete and accurate information to determine whether the application can proceed
 - escalate identified risks to other teams within the organisation where appropriate
- Develop a knowledge and understanding of AML/CFT/CPF, how it is applied to incorporations, changes to established businesses and purpose of daily screening and its effectiveness in deterring criminal activity in Jersey.
- Operate in line with published service level agreements.

You will add value to the organisation by:

Acting as a point of contact, you will be representing the JFSC whilst handling the registration of companies and queries from all users of the Registry. You will contribute to the JFSC's defense against the potential misuse of legal persons and legal arrangements through due diligence checks, and high-risk reviews. Your work is a key element in combatting financial crime, protecting the financial services industry and the Island, contributing to Jersey's ongoing reputation as a highly regarded International Finance Centre.

What will success in this role look like?

- Accurate incorporation and screening of applications, with timely escalation of any risks identified.
- High quality customer service.
- Ability to identify risks requiring additional screening in line with the Islands risk appetite.
- Gain exposure and regulatory knowledge through regular interactions within the JFSC and other external stakeholders at all levels. You will improve your analytical and critical thinking skills.
- Your professional growth and development in the role will follow a career pathway for your progression in the Registry.
- Identification of and assistance with technical improvements to the system to enhance the user experience for internal and external stakeholders.



www.careers.jerseyfsc.org



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St Helier, Jersey JE4 8TP

To apply for any vacancies at the JFSC, submit an application form along with your CV to careers@jerseyfsc.org

This role provides an excellent opportunity to understand how businesses are registered and gain experience in AML/CFT/CPF. This job will also provide you the opportunity to play a key part in strengthening JFSC's reputation as a financial services regulator and be involved in various projects leading to technological enhancements within JFSC.

Are you suitable for this role?

This role would suit a self-driven individual who is proud of their attention to detail and communication skills. The ability to work collaboratively in a team and be able to handle high volumes of work is critical in this role while we are providing well-structured support on completing the required tasks. Prior experience in Financial Services industry is beneficial, but it is not essential.

Why us?

Working in the JFSC will enable you to join a team of people who have purpose, passion, and pride. It offers the opportunity to work alongside people, who are passionate about maintaining Jersey's position as a leading International Finance Centre with high regulatory standards.

This clarity on our purpose is incredibly motivating and we leverage our core values of: Excellence, Professionalism, Respect, Integrity, and Teamwork to deliver our work. Our people are proud of their work and their contribution to Jersey.

If you are looking to make a difference, have a unique working experience and contribute to a bigger picture, then think JFSC; a diverse team of people who put their hearts and minds into what they do and have some fun along the way!



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