



Job Profile: Registry Business Manager

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 cornerstone 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.

Role: (Permanent, 35 hours per week)

An exciting, fast moving, broad new role providing the Executive Director of Registry and the Registry leadership team with strategic support. The role holder will facilitate a continuous improvement cycle of change, support the evolution of the Registry unit as a whole (systems, people and process), scan the horizon for risk, opportunity and new developments and ultimately help deliver high performance, improved customer experience and regulatory effectiveness. A key member of the Registry team, the role holder will work cross functionally within Registry and across the wider JFSC translating aspirations into tangible plans for delivery.

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

- Ensuring that the Registry is effective in its application of laws and regulations and is ready for future developments through monitoring standards and guidance of international Registry standard setters, and proposing enhancements to systems, process and procedures.

- Delivery of key annual business cycle activities such as budget planning, performance reporting (internal and external) and the fee consultation process.
- Registry systems being used effectively and to their fullest capability though championing best practise and coaching colleagues in system utilisation.
- Actively contributing to delivery of a continuous improvement cycle through knowledge sharing, documentation and maintenance of policies and procedures.
- Being a Registry technical subject matter expert (system training will be given) and participating in the development, implementation, and upgrade of the Registry systems to enable maximum utilisation, and improvement in service levels and customer/colleague experience.
- Accurate, timely production and analysis of management information to aid decision making to track and improve performance across Registry and improve customer experience.
- Assist in the production of the Registry business plan, with future requirements to ensure Jersey maintains a best practice Registry.
- Leading the Governance Risk Model with automated development of systems and reports, driving internal efficiencies to increase the delivery and value-added service.

You will add value to the organisation by:

- Providing practical, hands-on support for the delivery of the Registry business plan, continuous improvement aspirations and service improvement initiatives.
- Ensuring that the Registry is effective in adherence to laws and regulations, reporting on those 'measures that matter' and delivering on a wide range of ad hoc topics that underpin high performance.
- Building a technically sound Registry team which acts as a cornerstone in the fight against money laundering, terrorist financing and proliferation financing in Jersey.

What will success in this role look like?

- Delivery against strategy, particularly Registry regulatory effectiveness
- Improvement of the JFSC's external reputation as a high performing Registry
- Bringing external focus to enable Jersey to remain a competitive International Finance Centre and Registry keeping pace with global changes.
- A smooth and effective delivery cycle of change and continuous improvement

Are you suitable for this role?

This role would suit a forward thinking and self-motivated individual with strong interpersonal skills and a customer/employee centric mindset. Experience of coaching and influencing people with understanding of Jersey regulatory requirements is needed in this role.

Motivation for continuous learning and development, a flexible approach, and an aptitude for responding positively when dealing with challenges will help to be successful in this role. The role holder will be expected to work with degree of ambiguity and help translate high level aspirations into tangible plans that can be understood and delivered as part of the team.



www.careers.jerseyfsc.org



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PO BOX 267, 14-18 Castle Street,
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

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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