



Registry Assistant

Job role

Responsible for reviewing applications for new Jersey businesses and evaluating if the business type and individuals pose any risk to Jersey's reputation of being a well regulated and controlled jurisdiction.

Position type

- › 37 hours per week
- › Permanent.

Team/Division

Working as part of a team of registry assistants, officers and managers to carry out processes to maintain Jersey's Registers or company registers. This includes incorporation and registration of businesses including amending business records such as changes to beneficial ownership and control, special resolutions, reinstatements, unregulated fund notifications and securities interest registration.

Your role and responsibilities

- › Provides 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 via myRegistry.
- › Follows procedures to:
 - › ensure correct details have been submitted by Registry users for each relevant process
 - › consider the purpose of incorporations and change of purpose whilst adhering to the JFSC [Sound Business Practice Policy](#)
 - › consider the possible restrictions or conditions for certain types of business
 - › perform beneficial owner and controller screening using applications such as WorldCheck
 - › perform negative news searches in order to flag any adverse findings

- › record issues and higher risk factors associated with applications, and take appropriate action to obtain complete and accurate information to determine whether the application can proceed or be stopped and action escalated
- › escalate identified risks to other teams within the organisation when appropriate
- › process Annual Confirmation Statements and collect the associated fees. This includes providing receipts and reconciling any payments
- › Work within agreed timelines
- › Support with Registry projects as needed

For this role you will need

Key behaviours

- › Strong communication skills
- › Good attention to detail
- › A focused approach to work
- › Teamwork
- › Client service
- › Confidence to engage with colleagues across the Registry and wider teams

Knowledge and experience:

- › The role holder must be experienced in the use of computer based tools including Microsoft Office
- › Knowledge of relevant legislation, such as the Companies (Jersey) Law 1991, as amended, would be beneficial but not essential. Training will be provided to cover these areas.



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

Unrestricted