



Registry Officer

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 businesses, lawyers and the general public) by telephone, email and customer portal.
- › Reviews and approves applications in line with established procedures to:
 - › ensure correct details have been submitted by Registry users for each relevant process in line with requirements
 - › consider the purpose of incorporations and change of purpose whilst adhering to the JFSC **Sound Business Practice Policy**
 - › consider the possible restrictions or conditions to 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 JFSC when appropriate
 - › operate in line with published service level agreements.
- › Manages Registry Assistants, this includes; Workload planning, coaching and training.

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 JFSC teams to source required information and opinion.

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.



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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