

Vacancy

Licensing & Authorisation Officer

Are you a dynamic, qualified, individual with experience in financial services sector? Then we have just the opportunity for you to join our dedicated, passionate and talented team of experts.

THE JOB

Position Description: The Licensing and Authorisations Officer for Licensing and Authorisations Department (the “Department”) is responsible for the processing of applications made by individuals and/or firms to acquire a licence to provide, carry-on, transact or offer any of the international financial services within or from within Belize, including the processing of any other material changes to the information previously supplied to the Commission, and/or any other related service/activity that falls under the purview of the Department. The Licensing and Authorisations Officer must always ensure high quality of delivery of services.

Requirements:

Education & Experience:

- The candidate must have a minimum of an associate degree in management, finance, economics, or a related field from a recognized tertiary institution, or
- A minimum of three (3) years working experience in the financial services sector with specific focus on licensing and regulatory discipline.

Knowledge/Skills/Aptitudes

Technical Skills & Experience

- Working knowledge of Belize’s regulatory framework, laws, regulations; and high level of understanding with procedures, requirements and guidelines relating to the financial services sector.
- Demonstrated understanding of the global regulatory environment.
- Good working knowledge of the local financial services sector.
- Strong computer applications knowledge (i.e. Word, Excel, Access, PowerPoint)

and internet research abilities.

General Skills & Experience

- Ability to provide accurate information or assistance in a courteous and timely manner.
- Good verbal communication skills and written skills.
- Ability to carry out duties effectively without follow-up and extensive oversight by superior
- Eye for detail and good proof-reading ability.
- Self-starter and employee engagement initiative.
- Excellent problem-solving skills.

Professional Excellence and Cooperation

- Completing all work promptly, to a high standard and provide both positive and constructive input and strives to improve own performance.
- Sustain self-motivation and ability to develop and promote team building.
- Ability to develop a proactive approach; and capacity to making constructive recommendations for change and improvement before a matter becomes an issue; and assists in the implementation of the change thereafter.

Principal Duties and Responsibilities:

General

1. Process the following service/request applications:
 - i) Applications for a new licence, except the managing agent licence;
 - ii) Applications for renewal of a licence, except the managing agent licence;
 - iii) Applications in relation to any of the service/activity as listed in the Schedule of the International Financial Services Commission (Licensing) Regulations, 2007 (the "Regulations"); and
2. Any other service/request application related to Licensing and Authorisations

Department. Sort, screen, categorize by urgent type/high priority the service/request applications assigned, and prioritize response, as necessary.

3. Acknowledge receipt of incoming service/request application or any other relevant query within 24 hours from receipt of the correspondence.
4. Ensure that request/service applications mentioned at item 1 are processed in line with the Department's standard operating procedures, guidelines and any other relevant requirements **always**.
5. Conduct continuous monitoring of its portfolio of licensees; and stringent scrutiny must be applied to ensure licensee's compliance with the relevant Laws, Regulations, standard conditions annexed to a licence (as applicable), and the Commission's requirements, procedures, guidelines and its directives, including guidelines and directions issued by the Central Bank of Belize, and must track, report and follow-up with Compliance & Onsite Department and Enforcement Department, as necessary.
6. Track, report and follow-up on requirements and conditions to licensees with Compliance & Onsite Department and Enforcement Department, as the case may be.
7. Draw to the Division Head's attention to important and sensitive information, including internal concerns or queries raised by any integral Department of the Commission or external concerns or queries made by industry stakeholders (for example, market participants).
8. Propose solutions to alleviate or remedy any internal operational, procedural and legislative gap found.
9. Maintain the IFSC's Client Information Database up-to-date to ensure completeness of relevant client profile information, as necessary.
10. Responsible for the scanning of outgoing correspondences and ensure clear visibility and good appearance of the scanned documents, and proper indexing to the Docuware.
11. Prepare requests to the Accounts Department for official receipts, when necessary; and review the processing of requests for official receipts made by other Licensing and Authorisations Officers.
12. Record transmission of documents to relevant departments.

Other Duties

13. Any other duties or responsibilities as may be needed from time to time in context with the job and in relation to the work of the IFSC or function.

ACT NOW!

Submit an application package which references the position title, and include the following:

1. Letter of application
2. Curriculum vitae
3. Copy of most recent qualification
4. Three (3) letters of recommendation (no older than six months) – two of which must be professional references
5. Copy of social security card
6. Police record (no older than six months)

Submit application package to:

Mrs. Yolda Sho

Division Head, Human Resources and Administration
International Financial Services Commission
The Gian C. Gandhi Building
6130 Iguana Avenue
Mountain View Area
City of Belmopan

Applications may be submitted via e-mail to: yolda.sho@ifsc.gov.bz and followed by the original copy via hand delivery.

DEADLINE: JULY 31, 2019