



FINANCIAL SERVICES
COMMISSION

VACANCY

The Financial Services Commission (FSC) is seeking to recruit trained and qualified professionals to join its team in the following positions:

- Research Officer
- Examiner
- Administrative Assistant

For more information on the above positions, please visit www.fsc.gov.bb

The closing date for applications is January 18, 2018

The Financial Services Commission is an integrated regulatory body, established on April 1, 2011 by virtue of the Financial Services Commission Act (2010). It is charged with responsibility for supervising and regulating non-bank financial institutions in Barbados, particularly those entities in the insurance, credit union, securities and occupational pensions sectors.

POSITION: EXAMINER

ROLE SUMMARY: Responsible for conducting scheduled examinations using onsite and offsite methods and producing accompanying reports

Key Tasks:

- conduct on-site and off-site examinations
- assess the institutions sensitivity to risk
- assist in ensuring that financial institutions comply with relevant legislation, regulations and FSC guidelines
- assist in evaluating the soundness of financial institutions' assets and the effectiveness of their internal operations, policies and processes, and management structure

Experience and qualifications:

- Bachelor's Degree in either Accounting or Finance **AND** pursuing a professional accountancy programme (ACCA, CPA) or risk programme such as Financial Risk Management (FRM)
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POSITION: RESEARCH OFFICER

ROLE SUMMARY: Responsible for conducting research related to various legislation and relevant industry matters; compiling and maintaining statistical information and records; assisting in the development of policies, as well as assessing and monitoring their implementation and effectiveness.

Key Tasks:

- conduct research to assist in policy development
- conduct research related to legislative proposals and required amendments
- maintain statistical information related to FSC and the relevant industries
- create and maintain a research database/library
- participate in consultations regarding research findings and proposed and/or implemented policies

Experience and qualifications:

- Bachelor's degree in either Social Sciences, Business Administration, Finance, Law, Statistics or in a related discipline
- Range of research experience that reflects a majority of the topics listed below:
 - social trends
 - demographic trends

- quantitative research methods
 - qualitative research methods
 - performance management, including benchmarking
 - local government
 - consultation methods
- **Two years'** working experience as a senior research assistant in social science
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POSITION: **ADMINISTRATIVE ASSISTANT**

ROLE SUMMARY: The Administrative Assistant is responsible for providing administrative support to assigned officers in the form of typing correspondence, photocopying, collating and binding documents, as well as maintaining files and records.

Key Tasks:

- research and assist with the preparation of policies and procedures
- draft, type, mail, fax and/or e-mail correspondence
- plan, organise and coordinate appointments for the Department Head and/or assigned manager(s)

Experience and qualifications

- Associate Degree in Management or related area
- OR**
- Three (3) CXC CAPE passes
 - Experience in records management

A compensation package commensurate with qualifications and experience will be offered.

Applications with the position clearly identified in the email subject, accompanied by curriculum vitae and the names and addresses of three (3) references should be submitted to hrdept@fsc.gov.bb

Closing date: January 18, 2018

All applications will be treated in the strictest confidence.
We thank all applicants for their interest; however only those selected for interview will be acknowledged.