



**VACANCY NOTICE**

Applications are invited from suitably qualified persons for the position of **Registry Clerk** at the Financial Services Regulatory Commission (FSRC) – St. Kitts Branch.

**JOB DESCRIPTION**

**JOB TITLE : Registry Clerk**

**Position Responsibilities:**

1. Process Registry Documents and deliver to the Registrar for signing
2. Create and Retrieve Company Files
3. Calculate outstanding Annual Return charges for late filing.
4. Update Access Registry System
5. Provide customer service assistance for Registry Department.

**Position Qualifications:**

1. Five (5) CXC Subjects (General Proficiency) to include English **and** Accounts/Mathematics
2. Working Knowledge of Microsoft Office (Word, Excel, Access, PowerPoint etc.)
3. Experience in handling operational support duties
4. Versatile and well organized individual
5. Ability to communicate persuasively and clearly both orally and in writing
6. Ability to work as part of a team/group environment.

Applications, curriculum vitae, along with two references and certified copies of documents pertaining to qualifications should be submitted and addressed to:

The Director  
Financial Services Regulatory Commission – St. Kitts Branch  
P O Box 898  
South Independence Square Street, Basseterre  
St. Kitts, W. I.

Applications should be submitted by 4 August 2017.