

FINANCIAL SERVICES COMMISSION

JOB ASSIGNMENTS

JOB SPECIFICATION

JOB TITLE: Registration Intern – NPOs and DNFBPs

DEPARTMENT: AML Supervision

LOCATION: Providenciales

JOB SUMMARY

Reporting to the Analyst I in the Licensing & Registration Division, the Registration Intern - is responsible for ensuring that the registration of Designated Non-Financial Businesses and Professions (DNFBPs) and non-profit organisations (NPOs) are recorded in an accurate and timely manner in accordance with the requirements and function of the Commission under the Proceeds of Crime Ordinance, processing of annual update forms, search requests and assisting with processing of notices; e-Alerts and ensuring that customers receive prompt and efficient customer service.

DUTIES & RESPONSIBILITIES:

Week 1 - 8: Familiarisation with DNFBP and NPO Registration Process

- Scan and index applications and supporting documents to the Smartsheet platform for all submissions
- File all hard-copy applications and supporting documents in designated folders
- Organize files in file room
- Data entry of applications in Smartsheet
- Processing Smartsheet back-ups
- Assisting in processing registration applications, update forms and financial statements