

**FINANCIAL SERVICES COMMISSION
JOB OPPORTUNITY**

JOB TITLE: Senior Legal Officer

DEPARTMENT: Legal

LOCATION: Providenciales

The holder of this position must be able to provide legal advice and support to the Turks and Caicos Islands Financial Services Commission as it relates to a wide range of financial services and regulatory matters. Additionally, the job holder must provide accurate interpretation and applications of all legislation which the Commission is required to administer and other relevant legislations.

EDUCATION & EXPERIENCE:

- Bachelor of Law or other related discipline
- Must possess a Legal Profession Certificate or its equivalent.
- Must be qualified and eligible to practice in the Turks and Caicos Islands, a Commonwealth Law Jurisdiction or the Republic of Ireland.

SPECIALISED TECHNIQUES/SKILLS:

- Commercial Awareness
- Oral and Written Communication skills
- Time Management Skills
- Resilient and self-confident
- Analytical skills
- Legal Research skills
- Report writing skills

JOB DESCRIPTION

REPORTING AND ORGANIZATIONAL RELATIONSHIPS

Reports To:

Nature of Supervision Received:

Directly:

Legal and Enforcement Consultant

Occasional supervision as necessary to keep informed and to monitor effectiveness/accuracy; based on functional policies and/or Government legislation.

Supervision Given To:

Nature of Supervision Given:

Directly:

N/A

LIAISES WITH:

Internally:

Legal Counsel
Internal Auditor
All Heads of Departments
All Staff Members

Externally:

Courts of Law
Attorney General
Government Departments and Agencies
International Regulators
Domestic and International Financial Institutions and Organizations
Financial Service Institutions
Financial Crimes Unit (Police)

DUTIES & RESPONSIBILITIES:

1. Provide general legal advice on matters relevant to and affecting the FSC.
2. Conduct research, prepare analysis, consult with stakeholders and draft the recommended policy or ruling
3. Co-ordinate and execute requests for assistance from foreign and domestic regulatory authorities.
4. Draft and negotiate commercial agreements, leases, licenses and Memoranda of Understanding and other legal documents.
5. Provide advice on, and assist in the preparation of, policies, procedures and guidance notes.
6. Advise and represent the Commission in civil proceedings and proceedings before the TCI Courts and Tribunals.
7. Assist with the preparation and conduct of industry education and information events
8. Assist other departments in the handling of compliance matters and issues relating to the supervision of licensees as instructed by the Commission.
9. Institute and assist with the conduct of enforcement action including the drafting of such Orders, Notices, as the Commission may from time to time require;
10. Monitor disciplinary and enforcement action
11. Maintain an Enforcement data base
12. Provide drafting instructions for amending regulatory legislation and for the implementation of new initiatives, procedures and guidance notes that are required to satisfy the requirements of international standard setting bodies;
13. Assist the Director as may be assigned from time to time.

This document is a true and accurate description of the position.

INCUMBENT/S

DATE

HEAD-OF-DEPARTMENT

DATE