

FINANCIAL SERVICES COMMISSION

JOB SPECIFICATION & DESCRIPTION

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JOB TITLE: Statistical Clerk

DEPARTMENT: Bank and Trust Department

LOCATION: Providenciales

JOB SUMMARY

The Statistical Clerk is responsible for inputting and managing financial and other statistical data to facilitate analysis and reporting by the FSC and performing preliminary review of data to determine accuracy.

EDUCATION & EXPERIENCE:

- Associate degree in Accounting, Finance, Mathematics. Economics or similar discipline, or equivalent qualification.
- A minimum of two years post qualification experience in a similar position.

SPECIFIC KNOWLEDGE REQUIRED:

- Sound knowledge and experience of spreadsheet and database software applications;
- Sound knowledge and experience in Microsoft Office Suite;
- Basic knowledge of accounting principles and standards, particularly as they relate to recognition and measurement of financial assets and liabilities will be an advantage
- Basic knowledge of banking operations and practices and developments in the financial sector
- Sound understanding of IT systems and the use of such technologies in the financial services industry

SPECIALISED TECHNIQUES/SKILLS:

- Statistical data analysis skills;
- Basic analytical skills;
- Good interpersonal and human relations skills;
- Ability to work on own initiative with minimal supervision;
- Ability to communicate clearly and effectively both orally and in writing;
- Ability to use computer applications such as spreadsheets, word processing

WORKING CONDITIONS:

- Exposure to highly confidential information and restriction on non-authorized disclosure
- Normal working environment
- May be required to work overtime to meet deadlines

JOB DESCRIPTION

REPORTING AND ORGANIZATIONAL RELATIONSHIPS

Reports To:

Nature of Supervision Received:

Directly:

Supervisor, Bank and Trust

Supervision Given To:

Nature of Supervision Given:

Directly:

N/A

Indirectly:

N/A

LIAISES WITH:

Internally:

All Staff Members

Externally:

Maybe required to communicate with licensed financial institutions

DUTIES & RESPONSIBILITIES:

1. Input/Import and perform validity and reasonableness checks for financial and prudential returns from financial institutions and other survey respondents required for the department's analysis and reporting functions.
2. Manage the timely submission of returns from the Commission's clients.
3. Assemble and classify statistics, following prescribed procedures.
4. Compile and compute statistics data using Microsoft Excel and other Data Base Software.

Liaise with the Bank and Trust Analysts on queries with the returns.

5. Assists with other statistical updating exercises..
6. Perform other Administrative support to the bank and trust Department
7. Performs related duties as assigned by the Supervisor, the Director or the Managing Director

AUTHORITY TO:

- N/A

PERFORMANCE CRITERIA:

This job is satisfactorily performed when:

- Entries are accurate and completed within established deadline.
- Returns from the licensees are accurately reviewed for errors and queries are followed –up on in a timely manner.

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

INCUMBENT/S

DATE

HEAD-OF-DEPARTMENT

DATE