



## **TURKS AND CAICOS ISLANDS ANTI-MONEY LAUNDERING COMMITTEE VACANCY**

**JOB TITLE:** Senior Administrative Officer

**AGENCY:** Anti-Money Laundering Committee (AMLC)

**LOCATION:** Providenciales (travel to other islands may be required)

### **JOB SUMMARY:**

This is a senior administrative position, which has responsibility for the smooth operation of administrative functions in the office and for dealing with information that is sensitive and/or confidential. The senior administrative assistant provides support in the management of finances, human resources, facilities and purchasing may be required to attend meetings of the Anti-Money Laundering Committee, the National Coordination Group, the focus groups, prepare the minutes of the meetings, and keep a record of the proceedings and the decisions made.

### **KEY DUTIES AND RESPONSIBILITIES:**

- a) Establish and supervise financial procedures in line with the Public Financial Management Ordinance and working in collaboration with the Accountant General
- b) Public Procurement Ordinance.
- c) Assist in the preparation of the budget and annual estimates
- d) Forecast funds needed for staffing, equipment and supplies
- e) Assist with preparation of business cases
- f) Undertake general accounting procedures for the department
- g) Perform purchasing functions including overseeing purchasing
- h) Prepare appropriate documentation including purchase orders, vouchers, requisitions, and invoices for approval
- i) Process payments of invoices in a timely manner



- j) Manage the diary of the National Coordinator
- k) Organize travel arrangements National Coordinator and the Chair of the AMLC, as required
- l) Perform the duties of Secretary to the AMLC Focus Group meetings
- m) Attend meetings, take and prepare minutes of meetings; produce and keep a record of decisions of each meeting
- n) Organize and schedule appointments and make meeting arrangements
- o) Plan, supervise and review the work for any administrative and support staff including induction, training, performance, appraisal, work plans, monitoring performance, motivate, etc.
- p) Assist the Chair of the AMLC, the National Coordinator and AMLC focus groups in developing business and operation plans
- q) Maintains a comprehensive filing system
- r) Maintains registers and record systems
- s) Supervise customer services and respond to complex customer inquiries
- t) Generates report as requested
- u) Manage the maintenance and servicing of equipment and facilities.
- v) Performs any other related tasks that may be assigned.

**MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- An associate degree in business administration or related field. A bachelor's degree in business administration/related field would be a plus.
- The position requires a minimum of five (5) years on the job experience to acquire the necessary competencies to respond effectively to the challenges of the job.
- Expertise in SmartStream and Sigtas financial software would be a plus.



## **RENUMERATION**

<b>Basic Salary:</b>	<b>\$35,794.15 per annum</b>
<b>Telephone Allowance:</b>	<b>\$\$1,200</b>
<b>Transport Allowance:</b>	<b>\$2,220</b>

## **TERM OF SERVICE**

The successful candidate will be engaged for two (2) years with an option to re-new subject to successful performance.

## **APPLICATION PROCEDURE:**

Applicants must submit a current Resume, accompanied by a Cover Letter with current contact information and two letters of reference (one preferably from a former employer); as well as copies of relevant qualifications and educational certificates and a copy of your Passport photo page, Turks & Caicos Islander Status Card (as applicable). Applications without all supporting documents will not be processed.

Shortlisted candidates must submit a Police Certificate.

**Applications must clearly show in the subject line the Job Title of the position being applied for.** Applications should be addressed to The Chair, Anti-Money Laundering Committee, 1<sup>st</sup> Floor, Waterloo Plaza, Waterloo Road, Grand Turk. Applications should be emailed to: [AG Chambers@gov.tc](mailto:AG_Chambers@gov.tc) .

**Turks And Caicos Islanders and British Overseas Territories Citizens Need Only Apply**

***We thank all applicants for their interest, however, only persons selected for an interview will be contacted.***

**APPLICATION DEADLINE: 16<sup>th</sup> September 2023**