



## Career Opportunity

FCNB is a leader in integrated financial and consumer services regulation. FCNB's mandate is to protect consumers and enhance public confidence in the financial and consumer marketplace through the provision of regulatory and educational services. With offices in both Fredericton and Saint John, it is responsible for the administration and enforcement of provincial legislation regulating mortgage brokers, payday lenders, real estate, securities, insurance, pensions, credit unions, trust and loan companies, co-operatives, and a wide range of consumer legislation. FCNB is an independent Crown corporation funded by the regulatory fees and assessments paid by its regulated sectors.

We offer opportunities for dedicated professionals to play a vital role in carrying out our mandate.

### Senior Regulatory Officer – Fredericton office

We are seeking a dedicated professional to fill a **12-month contract position** to act as a Senior Regulatory Officer in the Financial Institutions Division at our Fredericton location of the Commission. Reporting directly to the Director of Financial Institutions, the Senior Regulatory Officer will ensure compliance of cooperatives with the *Cooperatives Act (Act)* including reviewing, analyzing and issuing decisions on registration and compliance matters, complaints, and inquiries. You will also assist with education material, Standard Operating Procedures, and policy development in the area of cooperatives.

Specific examples of role responsibilities include:

#### Registration

- Receive, review, and make recommendations to the Director regarding approval of incorporations, issuance of certificates of good standing, and amendments to letters of incorporation.
- Maintain the cooperative associations registry and database.

#### Reviews and compliance

- Execute compliance strategy based on details of the *Act*.
- Request and review annual returns and financial records to ensure compliance with the *Act*.
- Review forms and information submitted by cooperatives to determine compliance with legislated reporting obligations.
- Ensure dissolution process is compliant with legislation.

#### Policy development

- Complete research and jurisdictional reviews.
- Conduct stakeholder consultation.
- Make recommendations to Director for legislative changes.

#### Education

- Liaison with Communications to develop and maintain website content in relation to cooperatives.

#### Standard Operating Procedures

- Maintain and update Standard Operating Procedures.

#### Qualifications include:

- A university degree in business administration; or comparable years of direct experience in the Cooperatives and/or Credit Union industry;
- 3-5 years of relevant work experience; including a good knowledge of the cooperative principles would be an asset. Combinations of experience and education will be considered;
- Written and spoken competencies in English and French are essential;
- Knowledge of financial and consumer services industries;
- Good organizational skills;
- Sound judgement and tact;
- Excellent analytical and problem-solving skills;
- Communications skills – which would include writing skills required for proper drafting and editing of rules, policies and other documents;
- Flexibility to respond to changing priorities and deadlines;
- An ability to work both independently and with others.

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The Financial and Consumer Services Commission offers a competitive salary and benefit package as well as excellent opportunities for personal growth and challenge. If you are interested in being a key part of this team, please forward your résumé and covering letter to:

**Financial and Consumer Services Commission**  
**ATTN: Human Resources Officer**  
**Email: [info@fcnb.ca](mailto:info@fcnb.ca)**

For more information about this position please visit our website at [www.fcnb.ca](http://www.fcnb.ca) or call the Human Resources Officer at (506) 643-7858.