



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 Registration Officer – Saint John, NB

We are seeking a motivated professional who will provide operational, regulatory and administrative support services to the Securities Division in the administration of the registration function and exempt distribution reporting. The position is responsible for processing individual registration applications on the National Registration Database, disposing applications, or making recommendations for final decisions.

The Senior Registration Officer follows up with registered firms on various filings and is responsible for processing exempt distribution report filings, including conducting preliminary reviews of the reports, ensuring appropriate fees are paid, data entry, and communicating with issuers as necessary to resolve deficiencies.

A secondary purpose of this position is to assist the Compliance Officer with conducting compliance reviews of registered firms and individuals. The position is required to communicate and liaise regularly with registered firms/individuals, registration applicants, and other regulators for information collecting and sharing purposes.

This position reports to the Registration and Compliance Manager in the Securities Division.

Your qualifications include:

- Business Degree or completion of a business-related Community College diploma,
- Completion of Canadian Securities Course, (Canadian) Investments Fund Course (of Canada) or willingness to complete one of these courses,
- 5+ years of related experience,
- Knowledge of the securities industry is an asset,
- Bilingualism (French and English) is an asset,
- Demonstrated abilities to work independently and on own initiatives, organize tasks and set priorities are essential,
- Microcomputer applications including Microsoft Word and Excel.

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: Information@fcnb.ca

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