



CAREER OPPORTUNITY

Manager - Licensing

The Manager - Licensing is responsible for the effective day-to-day performance of the Licensing Division within the Commission. The incumbent will manage and assess the licensing activities from inception to final approval of applications, amendments, renewals, expiration, suspension and revocation in accordance with legal and regulatory standards.

The Manager will provide day-to-day leadership and exercise direct managerial responsibility for the efficient and effective operation of the Division, such as the delegation, assignment and monitoring of tasks to the Licensing Officers.

Key Responsibilities

- **Operational**

- Manages staff, develops and disseminates license applications and other related tasks.
- Assists/Oversees the creation, development and updating of guidelines for Licensed Entities.
- Produces information/ guidance for public release relating to the education of obtaining Licenses.
- Compile audit reports submitted by Licensing Officers for submission, renewal and suspension of license.
- Compile investigation reports submitted by Licensing and Investigative Officers.
- Perform analysis of license applications submitted by Licensing review team.
- Develop and maintain ongoing training plans for Officers on changing and developing local and international standards and regulatory requirements.
- Provide advice, guidance and support on complex licensing cases to the Head of Licensing, – often leading on and taking responsibility for high-profile cases within delegated authority, including preparation and presentation, at hearings as required.

- **Strategic**

- Collaborates with the Head of Licensing to provide input on licensing objectives to inform the development of the Commission's strategic plan.
- Identifies emerging trends and challenges in the industry, such as new regulatory requirements, and adapting the licensing process accordingly.
- Participates in industry working groups or committees to develop standards and best practices and to ensure the Commission is represented in industry discussions and decision-making.

- **Reporting**

- Prepares weekly reports on licensing statistics and related matters.
- Prepares audit reports and investigations reports related to findings or deficiencies on licence/compliance matters.
- Provides updates and recommendations on gambling standards to ensure compliance with regulations and industry best practices.

Qualifications and Experience

- Bachelor's Degree or equivalent professional qualification in Business, Law, Finance, Accounting, Criminal Justice or Economics or related field. Auditing/ Forensic Accounting qualification and experience will be an asset.
- Certified Anti-Money Laundering Specialist (CAMS) Certification such as the Association of Certified Anti-Money Laundering Specialists (ACAMS) or any related AML/CFT/CPF certification would be an asset.
- STEP (The Society of Trust and Estate Practitioners) qualification will be an asset or any equivalent combination of experience and training.
- A minimum of six (6) years of progressively responsible management/ licensing experience, risk management, auditing, forensic accounting, and business analysis.

OR

- Through demonstrated proficiency in licensing and compliance in a regulatory environment.

Interested Applicants can submit their resumes to: vacancies@gcctt.org