



## CAREER OPPORTUNITY

### Senior Licensing Officer

The Senior Licensing Officer is responsible for reviewing applications received by the Licensing Division from the Licensing Officer. The incumbent will review assigned applications and ensure that the licensing procedures are adhered to in accordance with legal and regulatory standards. The Senior License Officer will ensure the completeness of each application and provide status updates on the progress of all assigned applications. The incumbent will communicate to the Licensing Officer and Licensing Associate all outstanding information that must be addressed urgently via email or telephone.

#### Key Responsibilities

- Supervises tasks assigned to the Licensing Officers and Licensing Associates;
- Co-ordinates the planning and management of meetings, workshops, and conferences.
- Review licence applications and ensure all requested information is completed and submitted
- Assists with developing policies & procedures pertaining to issuing, suspending and revoking a licence.
- Management of the Commission's Licence Register.
- Assist with providing advice, guidance and support to the organisation regarding licensing.
- Assist with identifying the lack of and/or improvements to policy and process, assess the effectiveness of current policies and processes and recommend and implement required changes.
- Ensure that all assigned licenses are reviewed, actioned and forwarded to the Licence Officer
- Perform thorough background investigations and document validation within a stipulated time, including examining financial statements to ensure accuracy, completeness, and compliance with accounting standards such as International Financial Reporting Standards (IFRS).
- Conduct financial audits to ensure accuracy, completeness, and compliance with accounting standards.
- Call or contact prospective licensees to inform them of missing information and ensure that all forms of communication are adequately documented.
- Preparation of weekly and monthly reports
- Provides updates and recommendations on gambling (gaming and betting) standards to ensure compliance with regulations and industry best practices.

#### Qualifications and Experience

- A Bachelor's Degree or equivalent professional qualification in Business, Law, Finance, Accounting, Criminal Justice or Economics or related field.
- Trust and Estate Practitioner's qualifications will be an asset, as well as any equivalent combination of experience and training
- Auditing/ Forensic Accounting qualification and experience will be an asset.
- Corporate law 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.

- A minimum of four (4) years of experience in risk management, auditing, forensic accounting, corporate law and business analysis
- Or
- Thorough demonstrated proficiency in licensing and compliance in a regulatory environment

**Interested Applicants can submit their resumes to: [vacancies@gcctt.org](mailto:vacancies@gcctt.org)**