



CAREER OPPORTUNITY

Licensing Officer

The Licensing Officer is responsible for reviewing applications received by the Licensing Division from the Licensing Associate. The incumbent will review assigned applications and ensure that the licensing procedures are adhered to in accordance with legal and regulatory standards. The License Officer will ensure the completeness of each application and provide status updates on the progress of all assigned applications. The incumbent will be responsible for conducting relevant checks in alignment with the internal Licensing Policies and Procedural guidelines in conjunction with legal and regulatory standards.

Key Responsibilities

- Conducts analysis of submitted license applications and provides timely feedback.
- Review licence applications and ensure all requested information was completed and submitted;
- Assists with developing policies & procedures pertaining to issuing, suspending and revoking a licence.
- Produces comprehensive analysis/ report on licensing activities, including findings from the Compliance and Investigations and Enforcement Department/Division.
- Assist in the 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 licences are reviewed, actioned, and forwarded to the Senior Licensing Officer
- Call/ contact prospective licensee if any information is missing, ensuring all forms of communication are adequately documented.
- Update the list of approved licences via the Commission's Licence Register listing
- Compile weekly and monthly reports on licensing statistics and applications received.

Qualifications and Experience

- A 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.
 - Corporate law qualifications 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, or Any equivalent combination of experience and training.
 - A minimum of three (3) years of risk management, auditing, forensic accounting, corporate law and business analysis
- OR
- Thorough demonstrated proficiency in licensing and compliance in a regulatory environment.
- OR
- Thorough demonstrated proficiency in understanding the legal frameworks of complex legal structures

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