



Crescent Corporate Services Limited seeks a highly motivated individual for the position of Accountant to fulfill the following: Management of client and company accounts, preparation of monthly management reports and annual financial reporting, financial planning and analysis, liaise with auditors and other accounting duties as assigned. The successful candidate should have a minimum of three years experience in the BVI Financial Services sector with the minimum ACCA/CIMA/ACA accounts certification and possess excellent written, communication and analytical skills and is focused on working with strict deadlines and in a team environment. Computer literacy and good knowledge of QuickBooks and Excel are required. Accounting designation (CGA, CMA, CA or CPA) is highly desirable.

All interested candidates must email their CV with cover letter to: director@crescent.vg or send to The Director, Crescent Corporate Services Limited, P. O. Box 875, Road Town, Tortola, British Virgin Islands.



Crescent Corporate Services Limited, a well-established British Virgin Islands (BVI) International trust company that specializes in corporate, wealth and fiduciary services, is recruiting a top performer and a highly qualified person for the post of corporate **Compliance/Anti-Money Laundering Officer**.

The ideal candidate would be an experienced compliance and/or legal professional, whose main responsibilities would be to provide our growing business with the guidance, support, advice and enforcement of BVI compliance legislation, procedures and industry best practices.

The specific duties of the Compliance/Anti-Money Laundering Officer will be but not limited to the following:

- Maintaining a full range of regulatory and internal compliance manuals, precedents, internal controls, schedules and procedures in respect of the BVI corporate and trust services.
- Maintenance of compliance standards for the BVI jurisdiction, including reviewing and updating appropriate documents in accordance with the BVI Anti-Money Laundering, KYC Code and Regulations and other applicable standards consistent with the jurisdictions obligations.
- Notifying Management and the Board of Directors of any statutory enactments and/or any changes affecting BVI compliance standards or practices.
- Answering compliance queries from BVI Financial Services Commission, the FIA, ITA, the Board of Directors, other competent agencies, partner financial institutions and customers.
- Implementing and maintaining adequate internal compliance training programs.
- Acting as a liaison between the company and statutory bodies concerning compliance matters.
- Preparation of scheduled and ad hoc reports on compliance activity to the BVI Financial Commission, corporate Board of Directors and the Managing Director.
- Monitoring and enforcement within the corporation of all relevant regulatory and compliance issues.

The successful candidate will ideally have 2-4 years work experience in the compliance or legal field and must possess a working knowledge of the relevant anti-money laundering policies and standards that pertain to international trust companies. Additionally, the successful candidate must also possess

excellent analytical, written, oral and computer skills, demonstrate an ability to multi-task and work independently under strict guidelines and timeframes.

The job is vital to the success of our company, its programs and its clients. It demands great interpersonal and team-interaction skills, flexibility, and the discretion to know when to act independently and when to ask for guidance or assistance. It requires regulatory and customer focus, accuracy, as well as an attention to detail. Recognized professional qualification would be an asset. Please note that the corporate Compliance Officer is subject to approval under the regulated person's regime of the Financial Services Commission.

Remuneration will be commensurate with qualifications and experience.

Applications should be sent to director@crescent.vg



Tortola-based Trust Corporate Administrator

A Tortola based Trust seeks a highly motivated individual for the position of Corporate Administrator responsible for the administration of a portfolio of companies and trusts and able to work with minimum supervision. The successful candidate should have a minimum of three years of extensive experience in all areas of company formation, administration and management in the BVI offshore trust services sector.

The primary responsibility of the position of Corporate Administrator is to process client requests for license fee preparation and filing for BVI companies in a timely and efficient manner, in accordance with the BVI FSC regulations and guidelines and CCSL's core corporate principles, and under the supervision of the Corporate Leader. Corporate Administrators handle annual license fees renewals, maintain up to date records of payments, and ensure that clients are kept abreast of the due dates and penalties and applicable regulatory and compliance standards.

A successful candidate must be highly ambitious, possess excellent written, analytical and phone communications skills, be computer literate, display an advanced working knowledge of Microsoft Office, VIRRGIN and QuickBooks, be focuses on working within the strict deadlines and have the ability to pay attention to details with minimum errors and assuming responsibility for quality control. A strong commitment to teamwork and positive work ethics is a requirement, as well as prudence when dealing with the client's records, and accuracy in attending to client requests. Institute of Chartered Secretaries and Administrators certification or equivalent and some exposure to Excel would be advantageous.

If you are interested and qualified, please email your CV with cover letter and references, specifying whether you have a right or legal permit to work in the BVI to Director@crescent.vf

Regretfully, we will not be able to acknowledge unsuitable applications.

Compensation: Competitive, according o the job requirements and candidate's qualifications.