

## Job Description

Name:	TBC
Title:	Analyst
Division:	Investment, Fiduciary and Pension
Reports to:	Assistant Director
Updated:	February 2021

### Principal Duties and Responsibilities:

#### General

1. Working to *ensure the Commission delivers high quality prudential, financial crime and conduct regulation within the Bailiwick of Guernsey* including *facilitating innovation and discouraging poor quality ventures*.\*
2. Assisting to *protect and enhance the Bailiwick's international reputation*\* within the financial services sector in order to promote a *regulatory environment in which good firms do good business*.\*
3. Assisting with delivering *PRISM risk based supervision, enforcement and policy creation*.\*

#### Analytical Skills

4. Attending on-site visits; conducting research, analysing and identifying key issues in information and data and considering matters to raise. Reviewing files, assessing risks and accurate minute taking.
5. Assisting with maintaining and developing the Commission's relationship with its licensees and funds. This could include analysis of matters requiring the Commission's approval, consent or comment and supporting the Authorisations Unit to investigate and assess applications for licences, registrations, authorisations and exemptions.
6. Analysing licensees' periodic returns and financial statements and any other information which might affect their funds' and continuing ability to meet the licensing criteria.

#### Communication and Written Skills

7. Assisting on on-site visits using in depth questioning to obtain specific information to ensure thorough analysis is carried out.
8. Effectively carrying out other assignments in relation to the Commission's supervisory and regulatory responsibilities.
9. Assisting with the pension regulation sections of on-site visits using in depth questioning to obtain specific information to ensure thorough analysis is carried out.
10. Preparing and presenting visit findings, providing feedback to licensees in a professional manner and following up matters raised.

\*Quoted from Mission Statement

11. Preparing and presenting at Risk Governance Panels.
12. Producing written work which is accurate, clear and concise, that can be relied upon as a Commission record.
13. Effectively dealing with enquiries from licensees, regulators, other professionals, complainants and members of the public and liaising to form good links with industry and other regulatory bodies to confirm best practice.
14. Effectively Chairs/contributes to meetings in a clear and professional manner.
15. Liaising with staff across all divisions and demonstrating awareness of the regulatory landscape.

#### Professional Excellence and Cooperation

16. Assisting with internal projects such as supervisory processes, statistical exercises or reviews of procedures.
17. Collaborating with others across the team and the Commission; understanding all aspects of the role and how it contributes to the success of the Commission. Assisting with the training of new staff, recognising the different styles and abilities of the team.
18. Supporting and coaching staff and contributing to their development, including reviewing and monitoring workflow produced by Administrators and Analysts and providing on the job training, advice and guidance. Shares relevant information across the team where appropriate and communicates constructive feedback in a timely manner.
19. Demonstrating an awareness of both Commission and Industry pressures, developing a 'can do' attitude whilst taking personal responsibility for own workload, prioritising tasks and rescheduling as required, ensuring plans are put in place to meet the Commission's business objectives and are communicated appropriately.
20. Representing the Commission and developing their career by attending appropriate training courses, conferences, workshops and seminars.
21. Takes responsibility for updating professional and technical knowledge, developing an understanding of regulatory laws, rules, codes and guidance. Works towards accreditation required in role, including professional qualifications where appropriate.
22. Completes all work promptly to a high standard, in line with team requirements and ensures a high quality of work is consistently produced by the team displaying a high level of attention to detail.
23. Makes constructive recommendations for change and improvement and assists in the implementation of all change.

#### Other

Any other duties or responsibilities as may be required from time to time in context with the job and in relation to the services provided by the Commission.

*This job description is provided as an outline of the duties and responsibilities of the post holder and will be reviewed annually in accordance with the Commission's annual appraisal process and / or in light of any service development or changes.*