

Job Description

Name:	TBC
Title:	Senior Analyst
Division:	Banking and Insurance
Reports to:	Assistant Director
Updated:	April 2025

Background:

The Banking and Insurance Division (“BID” or “the Division”) is responsible for the prudential and conduct supervision of firms that are licensed in the Bailiwick of Guernsey (“the Bailiwick”) by the Commission as banks, insurers, insurance managers and insurance intermediaries, and as well as supervising those businesses that are licensed under the Lending, Credit, and Finance Law.

As supervisors we analyse information provided by licensees and make decisions on whether their behaviour meets our regulatory expectations. The work is challenging but varied, covering very diverse financial services sectors and involves dealing with licensees, their board of directors and others in supervised roles, and possibly their auditors, legal and other advisors.

As the first point of contact for these licensees, working in BID means you’ll be actively involved in [risk based supervision](#) under [PRISM](#) to assess whether these licensees present unacceptable risks and to devise an action plan for a licensee to address these risks. In more serious cases, you will need to consider whether a licensee meets the minimum criteria for licensing or if a firm, or someone undertaking senior manager functions, such as a CEO or Board Director remains fit and proper or should be referred to the Commission’s Enforcement Division.

BID is a key part of the Bailiwick financial services regulatory framework. It offers the opportunity to gain experience across diverse sectors and it is one of the best places to continue a career in the Bailiwick’s financial services sector.

We do not expect anyone joining BID to be knowledgeable in all areas that we supervise however if you have been working in an insurance, banking, auditing, actuarial or similar environment and would welcome the opportunity to expand your skills and knowledge of, and qualifications in, financial services, this could be the perfect role for you.

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*.*

Supervision Skills

4. Assisting with the implementation of the Balanced Scorecard. Formulating plans for achieving business objectives over a performance period, anticipating potential problems and taking pre-emptive action.
5. Being involved in the consideration of problem cases which may require some form of regulatory action, including but not limited to, the use of the supervisory toolbox and/or formal enforcement measures.

Analytical Skills

6. Assisting with maintaining and developing the Commission's relationship with its licensees. This could include analysis of matters requiring the Commission's approval, consent or comment and supporting the Authorisations and innovations Division to investigate and assess applications for licences, registrations and exemptions.
7. Planning and leading 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.
8. Analysing licensees' periodic returns and financial statements and any other information which might affect their continuing ability to meet the licensing criteria.
9. Analysing the sector as a whole, producing trend documents, incorporating risk based analysis and presenting findings back to the industry sector as necessary.

Communication and Written Skills

10. Effectively carrying out other assignments in relation to the Commission's supervisory and regulatory responsibilities.
11. Preparing and presenting visit findings, providing feedback to licensees in a professional manner and following up matters raised.
12. Ensures a high quality of work is consistently produced by the team displaying a high attention to detail.

*Quoted from Mission Statement

13. Preparing and presenting licensee cases to the Risk Governance Panels.
14. Producing written work which is accurate, clear and concise, that can be relied upon as a Commission record.
15. 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.
16. Effectively Chairs/contributes to meetings in a clear and professional manner.
17. Liaising with staff across all divisions and demonstrating awareness of the regulatory landscape.

Professional Excellence and Cooperation

18. Assisting with internal projects such as supervisory processes, statistical exercises or reviews of procedures.
19. 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 joining the organisation, recognising the different styles and abilities of the team.
20. Supporting staff and contributing to their development, including reviewing and monitoring workflow produced by Administrators and Analysts where required, 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.
21. 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.
22. Representing the Commission and developing career by attending appropriate training courses, conferences, workshops and seminars.
23. Taking responsibility for updating professional and technical knowledge, developing an understanding of regulatory laws, rules, codes and guidance. Working towards accreditation required in role, including professional qualifications where appropriate.
24. 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.
25. Makes constructive recommendations for change and improvement and assists in the implementation of all change.

Specific to Role (for Senior Analysts in the Banking and Insurance team)

26. Takes responsibility for the day to day prudential and conduct of business supervision of a named portfolio of insurance companies and/or banks including maintaining PRISM together with reactive supervision of low impact firms.

27. Preparing for and attending Colleges of Supervisors and other meetings with supervisors where required.
28. Demonstrating flexibility in managing changing priorities on a daily basis and ensuring high quality and quantity of work is provided by the division.
29. Contributing to the policy/ supervisory interface, including Conduct/ Consumer matters.
30. Leading or assisting on thematic analysis on firms within the division.

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.