

Job Description

Name:	TBC
Title:	Senior Analyst
Division:	Investment, Fiduciary and Pension
Reports to:	Assistant Director
Updated:	September 2025

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 and Policy 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, formal enforcement measures.
6. Assisting the Director and/or Deputy Directors of the Division in respect of the introduction, or amendment, of legislation, rules, guidance notes, policies and procedures relevant to the work undertaken by the Division.
7. Demonstrating pragmatic decision making.

Analytical Skills

8. 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.
9. Assisting with maintaining and developing the Commission's relationship with its licensees. This could include analysis of, and decision-making on, 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.
10. Analysing licensees' periodic returns and financial statements and any other information which might affect their continuing ability to meet the licensing criteria.

*Quoted from Mission Statement

11. 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

12. Effectively carrying out other assignments in relation to the Commission's supervisory and regulatory responsibilities.
13. Preparing and presenting visit findings, providing feedback to licensees in a professional manner and following up matters raised.
14. Preparing and presenting licensee cases to the Risk Governance Panels.
15. Producing written work which is accurate, clear and concise, that can be relied upon as a Commission record.
16. 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.
17. Effectively Chairs/contributes to meetings in a clear and professional manner.
18. Liaising with staff across all divisions and demonstrating awareness of the regulatory landscape.

Professional Excellence and Cooperation

19. Assisting with, or leading, internal projects such as supervisory processes, statistical exercises or reviews of procedures.
20. 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.
21. 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.
22. 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.
23. Representing the Commission and developing their career by attending appropriate training courses, conferences, workshops and seminars.
24. 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.
25. 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.
26. Making constructive recommendations for change and improvement and assisting in the implementation of all change.

Specific to Role

- 27. Assist where required in PRISM visit planning process to ensure that the Visit Planner is up to date and the Balance Scorecard objectives are delivered on a timely basis
- 28. Researching and monitoring international supervisory standards and advising thereon.
- 29. Assisting with the implementation and delivery of pension supervisory policy.

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.