

Job Description

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

Background:

The Banking and Insurance Division (“BID”) is responsible for the prudential and conduct supervision of firms that are licensed in the Bailiwick of Guernsey by the Commission as banks, insurers, insurance managers and insurance intermediaries, and supervising those businesses that are registered with the Commission as non-regulated financial services businesses providing services such as lending, financial leasing and money transfer.

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.

The Commission is a responsive and adaptive regulator with a strong interest in innovation. It is currently working towards the implementation of the [Credit & Finance Law](#). BID is the first contact point for all businesses that will be licensed under the new law so we need to be open and enquiring, regarding new structures and products and up to date with developments in fintech and the wider financial services industry that could potentially be licensed under this new law.

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. Joining BID at the point of introduction of a new law also provides an exciting challenge to enhance consumer protection and at the same time continue to meet international expectations of the Bailiwick as an international financial centre.

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 *risk based supervision, enforcement and policy creation*.*

Analytical Skills

4. 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 (changes of control, directors, surrender of licences etc.)
5. Assisting with planning and attending on-site visits; conducting research, analysing and identifying key issues in information and data and considering matters to raise with licensees. Reviewing files, assessing risks and accurate minute taking.
6. Analysing licensees' periodic returns and financial statements and any other information which might affect their continuing ability to meet the licensing criteria.

Communication and Written Skills

7. Attending on-site visits; asking questions and leading some interviews.
8. Assisting with preparing and presenting visit findings, feedback to licensees and following up matters raised.
9. Assisting with preparing and presenting licensees cases to Risk Governance Panels.
10. Producing written work which is accurate, clear and concise, that can be relied upon as a Commission record.
11. Dealing with enquiries from licensees, regulators, other professionals, complainants and members of the public and attending meetings as necessary.
12. Contributes to meetings in a clear and professional manner.

Professional Excellence and Cooperation

13. Assisting with projects such as statistical exercises or reviews of procedures.
14. Collaborating with others across the team and the Commission.
15. 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.
16. Takes responsibility for updating professional and technical knowledge, developing an understanding of regulatory laws, rules, codes and guidance.
17. Completes all work promptly to a high standard, in line with team requirements, displaying a high level of attention to detail.

*Quoted from Mission Statement

18. Makes constructive recommendations for change and improvement and assists in the implementation of all change.

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

19. 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.
20. Preparing for and attending Colleges of Supervisors and other meetings with supervisors where required.
21. Demonstrating flexibility in managing changing priorities on a daily basis and ensuring a high quality and quantity of work is provided by the Division.
22. Contributing to the policy/supervisory interface, including Conduct/Consumer matters.
23. 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.