

Job Description

Name:	TBC
Title:	Risk Analyst
Division:	Risk and Operations
Reports to:	Assistant Director
Updated:	January 2026

Principal Duties & 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 and competitive position** within the financial services sector in order to promote a *regulatory environment in which good firms do good business.**
3. Liaising with Commission management, divisional representatives and external professionals regarding data and analysis requirements.
4. Providing support on the development and implementation of the risk management framework for the assessment of impact and risk of licensees.

Communication and Written Skills

5. Liaising with divisional representatives in order to identify test cases, develop test plans and test outcomes, and undertake system testing as required.
6. Meeting with divisional representatives in order to gather opinions and feedback as part of ongoing assurance work as required.
7. Participating, as a Risk team representative, in Risk Governance Panels.
8. Producing written work and reports that are accurate, clear and concise, that can be relied upon as a Commission record.
9. Effectively Chairs/contributes to meetings in a clear and professional manner.

Professional Excellence and Cooperation

10. 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.

*Quoted from Mission Statement

11. Assisting with the training of new staff joining the organisation, recognising the different styles and abilities of the team.
12. 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.
13. Representing the Commission and developing career by attending appropriate training courses, conferences, workshops and seminars.
14. Takes responsibility for updating professional and technical knowledge, developing an understanding of regulatory laws, rules, codes and guidance. Working towards accreditation required in the role, including professional qualifications where appropriate.
15. Completing all work proactively and 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.
16. Making constructive recommendations for change and improvement and assisting in the implementation of all change.

Specific to role

17. Working closely with management to prioritise business and information needs.
18. Takes responsibility for extracting and collating data, and analysing data, patterns and trends.
19. Production of timely and relevant management information and written reports.
20. Proactively seek out and resolve issues. Identify improvements that can be made to processes, procedures and controls to prevent re-occurrence.
21. Assisting with the maintenance of key risk indicators, impact metrics and other parameters in PRISM.
22. Assisting and advising supervisors on the risk management framework and on the use of the system.
23. Participating in the annual programme of assurance work.

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 Division, Department or function.

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.