

Job Description

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| Name: | TBC |
| Title: | Analyst |
| Division: | Banking and Insurance |
| Reports to: | Assistant Director |
| Updated: | June 2026 |

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, applying sound judgement to determine whether their behaviour meets established regulatory expectations. The work is challenging and varied, covering a broad spectrum of financial services sectors. It involves dealing with a wide range of stakeholders, including, for example, licensees, their board of directors and others in supervised roles, as well as advisors.

As the first point of contact for licensees, working in BID means you’ll be actively involved in [risk based supervision](#) under [PRISM](#) to assess whether these licensees present acceptable risks. Where issues are identified, you will be part of a team responsible for devising an action plan for a licensee to effectively address deficiencies. In more serious cases, you will need to assess whether a licensee meets the minimum criteria for licensing or whether someone undertaking senior manager functions, such as a CEO or board members, remain fit and proper. Where concerns arise, you may escalate matters to the Commission’s Enforcement Division for further action.

BID is a key part of the Bailiwick’s financial services regulatory authority. 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 role 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.**

Supervisory Skills

4. Assist with the implementation of the Commission's Balanced Scorecard. Formulating plans for achieving business objectives over a performance period, anticipating potential problems and taking pre-emptive action.
5. Be involved in the consideration of difficult cases which may require some form of regulatory action, including but not limited to, 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 (changes of control, directors, surrender of licences etc.)
7. 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.
8. 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

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

*Quoted from Mission Statement

Professional Excellence and Cooperation

15. Assisting with projects such as statistical exercises or reviews of procedures.
16. Collaborating with others across the team and the Commission.
17. 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.
18. Takes responsibility for updating professional and technical knowledge, developing an understanding of regulatory laws, rules, codes and guidance.
19. Completes all work promptly to a high standard, in line with team requirements, displaying a high level of attention to detail.
20. 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)

21. 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.
22. Preparing for and attending Colleges of Supervisors and other meetings with supervisors where required.
23. Demonstrating flexibility in managing changing priorities on a daily basis and ensuring a high quality and quantity of work is provided by the Division.
24. Contributing to the policy/supervisory interface, including Conduct/Consumer matters.
25. 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.