

## Job Description

Name:	TBC
Title:	Graduate Analyst
Division:	Graduate Development Programme rotations
Reports to:	Assistant Director

### 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*.\*

#### Analytical Skills

4. Assisting with investigating, assessing and presenting to the decision maker new applications for licences, registrations, exemptions and approvals, and applications for use of certain names. This includes assessing the proposed business model, associated risks and how they are mitigated, competence, solvency and integrity of applicants, and raising questions with the applicants or their advisers.
5. 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.)
6. Assisting in planning and attending 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.
7. 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

8. Attending on-site firm visits; asking questions and leading some interviews.
9. Assisting with preparing and presenting visit findings, feedback to licensees and following up matters raised.
10. Assisting with preparing and presenting licensee cases to the Risk Governance Panel.
11. Dealing with enquiries from licensees, regulators, other professionals, complainants and members of the public; and attending meetings as necessary.

\*Quoted from Mission Statement

12. Producing written work which is accurate, clear and concise, that can be relied upon as a Commission record.
13. Communicating in all forums in an accurate, clear and concise way that is tailored to consider the needs of different individuals.
14. Effectively contributing to meetings in a clear and professional manner.

#### 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. Assisting with the training of new staff joining the organisation.
17. Demonstrating an awareness of both Commission and Industry demands, 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.

#### 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.*