

## Job Description

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

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. Work 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. Assist with delivering PRISM 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. Assist 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 and support to the Authorisations and innovations Division to investigate and assess applications for licences, registrations and exemptions.
7. Plan and lead on-site visits; conduct research, analyse and identify key issues in information and data collected; and consider matters to raise.
8. Review and analyse licensees' periodic returns and financial statements and any other information which might affect their continuing ability to meet the licensing criteria.
9. Analyse 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

10. Conduct assignments in relation to the Commission's supervisory and regulatory responsibilities.
11. Prepare and present visit findings, providing feedback to licensees in a professional manner and following up matters raised.
12. Ensure a high quality of work is consistently produced by the team displaying a high attention to detail.
13. Prepare and present findings at internal Risk Governance Panels.

\*Quoted from Mission Statement

14. Produce written work, which is accurate, clear and concise, that can be relied upon as a Commission record.
15. Effectively deal 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.
16. Effectively contribute to meetings and interact with staff throughout the Commission in a clear and professional manner.

#### Professional Excellence and Cooperation

17. Assist with internal projects such as developing/updating supervisory processes, statistical exercises, or reviews of procedures.
18. When collaborating with staff across the Division and the Commission, demonstrate an understanding of the regulatory landscape, as well as all aspects of the role and how it contributes to the success of the Commission
19. Support staff and contribute to their development, including reviewing and monitoring workflow produced by, for example, Administrators and Analysts where required, and provide on-the-job training, advice and guidance. Share relevant information across the team where appropriate and communicate constructive feedback in a timely manner.
20. Demonstrate an awareness of both Commission and industry pressures, developing a 'can do' attitude whilst taking personal responsibility for own workload; prioritise tasks and reschedule as required, ensuring plans are put in place to meet the Commission's business objectives and are communicated appropriately.
21. Representing the Commission, developing career, and enhancing skills by attending appropriate training courses, conferences, workshops, and seminars.
22. Take responsibility for updating professional and technical knowledge, develop an understanding of regulatory laws, rules, codes and guidance. Work towards accreditation required in role, including professional qualifications where appropriate.
23. Complete 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.
24. Making constructive recommendations for change and improvement of current systems architecture, workflow and document storage and assisting in the implementation of change.

#### Specific to Role (for Senior Analysts in the Banking and Insurance team)

25. Take 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.
26. Prepare for and attend Colleges of Supervisors and other meetings with supervisors where required.

27. Demonstrate flexibility in managing changing priorities on a daily basis and ensuring high quality and quantity of work is provided by the division.
28. Contribute to the policy/ supervisory interface, including Conduct/ Consumer matters.
29. Lead or assist 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.*