

Job Description

Name:	TBC
Title:	Senior Analyst
Division:	Financial Crime
Reports to:	Assistant Director
Updated:	June 2024

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 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. 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.
6. Analysing licensees' periodic returns and financial statements and any other information which might affect their continuing ability to meet the licensing criteria.
7. Analysing the sector as a whole, producing trend documents, incorporating risk based analysis and presenting findings back to the industry sector as necessary.
8. Demonstrating a good working knowledge of the Financial Crime (AML/CFT/CPF) Handbook.

Communication and Written Skills

9. Leading on-site visits using in depth questioning to obtain specific information to ensure thorough analysis is carried out.
10. Preparing and presenting visit findings, feedback to licensees and following up matters raised.
11. Preparing and presenting licensee cases to the Risk Governance Panels.
12. Producing written work which is accurate, clear and concise, that can be relied upon as a Commission record.

*Quoted from Mission Statement

13. Effectively dealing 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.
14. Effectively Chairing/contributing to meetings in a clear and professional manner.

Professional Excellence and Cooperation

15. Assisting with internal projects such as supervisory processes, statistical exercises or reviews of procedures.
16. 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. Assisting with the training of new staff joining the organisation, recognising the different styles and abilities of the team.
17. Supporting staff and contributing to their development, including reviewing and monitoring workflow produced by Trainee Analysts and Analysts and providing on the job training, advice and guidance. Shares relevant information across the team where appropriate and communicates constructive feedback in a timely manner.
18. 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.
19. Representing the Commission and developing career by attending appropriate training courses, conferences, workshops and seminars.
20. Taking responsibility for updating professional and technical knowledge, developing an understanding of regulatory laws, rules, codes and guidance. Works towards accreditation required in role, including professional qualifications where appropriate.
21. Completing 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.
22. Making constructive recommendations for change and improvement and assisting 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.