



Guernsey Financial  
Services Commission

## Job Description

<b>Name:</b>	TBC
<b>Title:</b>	Technical Specialist
<b>Division:</b>	Financial Crime
<b>Reports To:</b>	Deputy Director
<b>Updated:</b>	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.\**

#### Supervision and Policy

4. Assisting with the implementation of the Balanced Scorecard and formulation of plans for achieving business objectives over a performance period, anticipating potential problems and taking pre-emptive action.
5. Leading or taking part in AML/CFT/CPF on-site visits which may consist of full risk assessments, thematic or event driven engagements. Conducting research, analysing and identifying key issues in information and data and considering matters to raise.
6. Reviewing post-visit feedback by team members and proposed follow-up of matters identified, producing good quality RGP reports or, where appropriate, memos, including concise file reviews to demonstrate non-compliance.
7. Being involved in the consideration of cases within the Division's remit which may require some form of regulatory action, including formal enforcement measures, and referral and cooperation with the Enforcement Division.
8. Identifying themes from supervisory visits and assessing trends with the Director and Deputy Directors, headlining them to the industry, where required.
9. Co-ordinating management information and other indicators, where required.
10. Assisting the Director and Deputy Directors in respect of the introduction of new, or amendments to existing, legislation, rules and guidance notes, policies and procedures relevant to the Division, carrying out special assignments in relation to the Commission's supervisory and regulatory responsibilities.
11. Assuming the responsibilities of, and exercising the powers of, the Director and Deputy Directors of the Division in their absence in accordance with relevant delegated authorities.

\*Quoted from Mission Statement

12. Demonstrating a good working knowledge of the Financial Crime (AML/CFT/CPF) Handbook and pragmatic decision making.

### Communication and Written Skills

13. Communicating in an accurate, clear and concise way, tailored as necessary to the audience.
14. Attending and chairing meetings in a clear and professional manner.
15. Acting as a contact point for enquiries from licensees, regulators, other professionals and members of the public. Cooperates and exchanges information with other third party supervisors on a timely and effective basis. Representing the Commission at meetings with relevant parties.
16. Representing the Commission in an official capacity both internationally and locally, including conducting training and regulatory workshops in Guernsey for local businesses and their professional advisers and making presentations to industry groups.
17. Assisting the Director and Deputy Directors of the Division in the preparation of press releases and articles for publication including referral to the Commission Secretary.
18. Liaising with staff across all divisions and building a culture that encourages two-way discussions where information is shared at all levels.

### Professional Excellence and Cooperation

19. Taking responsibility for updating professional and technical knowledge and inspires individuals and the team to take ownership of business goals.
20. Sitting as a member of Risk Governance Panels.
21. Supporting staff and contributing to their development, including reviewing and monitoring workflow produced by Trainee Analysts, Analysts and Senior 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.
22. 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.
23. Representing the Commission and developing career by attending appropriate training courses, conferences, workshops and seminars. Reading of technical publications and generally keeping up to date with developments within the industry.
24. 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.
25. 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.
26. 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 the light of any service developments or changes.*