



Guernsey Financial
Services Commission

Job Description

Name:	TBC
Title:	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. Advising on and assisting with the handling of applications for licences, products and exemptions from an AML/CFT perspective and handling enquiries on the Handbook on Countering Financial Crime (AML/CFT/CPF).
5. Assisting in planning and attending on-site visits; thematic reviews; conducting research; analysing and identifying key issues in information and data and considering matters to raise. Reviewing files, assessing risks and accurate minute taking. Reviewing responses to risk mitigation programmes and other licensee submissions and the following up as necessary on matters raised either in writing or by way of meetings with firms.
6. Undertaking sectorial analyses to increase the Commission's understanding of ML/FT/PF risk as a whole, producing trend documents, incorporating risk based analysis and presenting findings back to the industry sector as necessary.

Communication and Written Skills

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

*Quoted from Mission Statement

11. Producing written work which is accurate, clear and concise, that can be relied upon as a Commission record.

Professional Excellence and Cooperation

12. Assisting with projects such as statistical exercises or reviews of procedures.
13. Collaborating with others across the team and the Commission. Assisting with the training of new staff joining the organisation.
14. 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.
15. Taking responsibility for updating professional and technical knowledge, developing an understanding of regulatory laws, rules, codes and guidance.
16. Completing all work promptly to a high standard, in line with team requirements, displaying a high level of attention to detail.
17. 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.