



Guernsey Financial
Services Commission

Job Description

Name:	TBC
Title:	Assistant Director
Division:	Financial Crime
Reports To:	Deputy 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.**

Management

4. Assisting with the implementation of the Balanced Scorecard. Formulating plans for achieving business objectives over a performance period, anticipating potential problems and taking pre-emptive action.
5. Assisting the Director and Deputy Directors in respect of the operation of the Division on an ongoing basis, assessing procedures and systems utilised within the Division. Overseeing the activities of the functional team for which they are responsible, including the allocation of work to the relevant team's staff.
6. Demonstrating flexibility in managing changing priorities on a daily basis, reviewing and assessing the work of divisional staff, monitoring workloads of the Division and ensuring a high quality and quantity of work is produced by the Division.
7. Bridging the gap between management and staff and demonstrating the ability to influence and coach team members to bring out leadership qualities.
8. Supporting staff and contributing to their development by assessing staff training needs, providing training as required and general staff management, including undertaking staff appraisals and providing constructive feedback and recognition.

Supervision and Policy

9. Planning and co-ordinating the Division's financial crime risk driven on-site inspections in line with the Balance Scorecard target and through liaison with the Investment, Fiduciary and Pension Division and Banking and Insurance Division.
10. Leading or taking part in ad-hoc on-site inspections when required.

*Quoted from Mission Statement

11. Reviewing post-inspection reports and proposed risk mitigation programmes to ensure actions are proportionate and outcomes focussed.
12. Identifying themes from inspections and headlining them to the industry where required.
13. Being involved in the consideration of problem 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.
14. Co-ordinating management information and other indicators where required.
15. Assessing trends and supervisory themes with the Director and Deputy Directors.
16. 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.
17. Assisting the Director and Deputy Directors with the development of policy to comply with international and local standards including liaison with industry representatives and government where appropriate.
18. 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.
19. Demonstrating a good working knowledge of the Handbook on Countering Financial Crime (AML/CFT/CPF) and applying pragmatic decision making.

Communication and Written Skills

20. Communicating in an accurate, clear and concise way, tailored as necessary to the audience.
21. Attending and chairing meetings in a clear and professional manner.
22. 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.
23. 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.
24. 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.
25. 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

26. Taking responsibility for updating professional and technical knowledge and inspires individuals and the team to take ownership of business goals.
27. Sitting as a member of Risk Governance Panels and attending staff Grading and Moderation meetings.

28. 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.
29. 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.
30. 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 the light of any service developments or changes.