



Guernsey Financial  
Services Commission

## Job Description

Name:	TBC
Title:	Analyst
Division:	Authorisations and Innovations Division (“AID”)
Reports to:	Deputy Director
Updated:	March 2025

Work in the Division that is the Commission’s supervisory gateway – we decide who can undertake regulated activities in the Bailiwick.

As the first point of contact for firms and individuals wanting to provide regulated financial services, working in AID means you’ll see the start of a firm’s supervisory journey. The work is challenging but varied and involves dealing with applicants and their legal advisors. As the gatekeeper we make decisions on whether to approve applications from firms and individuals.

We get applications spanning a range of sectors and different financial models, including:

- fiduciary firms
- insurance firms
- investment firms
- lending, credit and finance firms
- prescribed businesses such as estate agents and legal firms

We also decide whether someone is suitable to undertake senior manager functions, such as a CEO or Board Director, and determine their fitness and propriety to hold those roles.

AID is a key part of the system of supervision and offers the opportunity to gain experience across all sectors, it is one of the best places to start a career in the Bailiwick financial services sector.

The Commission is a responsive and adaptive regulator with a strong interest in innovation. AID is the first contact point for innovative applications so we need to be open and enquiring, regarding new structures and products and up to date with developments in fintech and the wider financial services industry.

### 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.\**

#### Analytical Skills

3. Investigate and assess applications for authorisation, registration or licensing for entities and individuals across all sectors. Each application will be assessed against the relevant laws, rules and legislation.

\*Quoted from Mission Statement

4. Carry out balanced and risk based due diligence internet-based searches on both individuals and entities. Provide a clear written summary of the results to enable further review and decision making.
5. Support and assist team members within the Division. This may involve attending both internal and external meetings and panels (if required).
6. Ensure that internal records and systems are kept up to date and accurate for all cases or work that they are involved in.

#### Communication and Written Skills

7. Prepare and present information to decision makers within the Division.
8. Help to deal with enquiries from colleagues, licensees, regulators and other professionals. This may involve collating information from Commission records and providing clear summaries for team members.
9. Produce written work which is accurate, clear and concise, that can be relied upon as a Commission record.
10. Contribute to internal meetings in a clear and professional manner.

#### Professional Excellence and Cooperation

11. Collaborate with others across the team and the Commission; recognising the different styles and abilities within the team and adapting appropriately. Assist with the training of new staff joining the organisation.
12. Demonstrate an awareness of both Commission and Industry demands and pressures, developing a 'can do' attitude whilst taking personal responsibility for own workload, prioritising tasks and rescheduling as required. Ensuring that senior members of the team are aware of any delays or issues within current workload.
13. Take responsibility for updating professional and technical knowledge, develop an understanding of regulatory laws, rules, codes and guidance.
14. Complete all work promptly to a high standard, in line with team requirements, and ensure a high quality of work is consistently produced displaying a high level of attention to detail.
15. Make constructive recommendations for change and improvement and assist 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.*