



Role:	Examiner
Reports to:	Head of Unit, Supervision Examination Unit
Grade:	5 (£35,000 - £53,471)
Hours:	37 hours per week
Purpose of the role:	The successful delivery of the Jersey Financial Services Commission (JFSC) Supervision Examination Plan (which include on-site examinations relating to assurance, discovery and investigation) within agreed quality standards, deadlines, budgets and whilst adhering to the JFSC's guiding principles.

Key deliverables and accountabilities:

- › Responsible for conducting on-site examinations, including contributing to the examination planning, interviewing members of staff employed by the licence holder, conducting file reviews, reviewing documentation, leading opening and closing meetings as required, executing reporting and closing processes, in order to successfully deliver the JFSC's Supervision Examination Plan
- › Works to agreed Supervision Examination plan objectives, within agreed deadlines
- › Adopts a risk-based approach to focus on key Supervision Examination plan priorities
- › Works to agreed quality standards (in accordance with the JFSC methodology) most particularly in completing Supervision Examination documentation
- › Ensures that findings are clear, concise and well documented, and can be adequately substantiated with evidence
- › Assure relevant stakeholders are kept adequately informed throughout the process
- › Contributes to improving industry standards by sharing good practices, and draft guidance
- › Produces assignment outputs, such as draft and final reports
- › Contributes positively to the ongoing development of the function and methodology
- › Shares knowledge and experience with colleagues to help continuous improvement
- › Ensures that Industry trends are identified and shared appropriately
- › Contributes to JFSC projects and the implementation of related changes.

Critical competencies:

- › Achieving Excellence (Intermediate)
- › Communicating Effectively (Intermediate)
- › Demonstrates Expertise (Intermediate)
- › Planning and Organising (Intermediate)
- › Judgement & Decision Making (Intermediate)
- › Teamwork (Intermediate)

Knowledge and experience:

- › A background in financial services and practical experience of compliance processes would be preferable
- › A good understanding of regulatory risk and/or audit processes would be an advantage
- › Strong analytical, questioning and tenacious investigative skills
- › Exceptional interpersonal and communication skills
- › Able to write clearly and succinctly and can report findings with impact
- › An understanding of risks and how they are managed in the financial services industry
- › A proven track record of working within a team and delivering against challenging objectives.

Other significant role requirements:

- › A proactive interest in self-development and willing to work towards a professional qualification
- › Highly self-motivated, with drive, energy and personal commitment to delivering successful outcomes
- › An effective team player
- › A focused, disciplined, approach to work, accepting no less than best in class outcomes
- › An ability to reconcile conflicting viewpoints
- › Demonstrates resilience, responding positively and proactively to competing priorities and change
- › Dependable, reliable, and acts on own initiative
- › Strong planning and organisational abilities.