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| <b>Role:</b>                | Examiner   |
| <b>Reports to:</b>          | Senior Manager, Supervision Examination Unit   |
| <b>Grade:</b>               | 6 (£45,500 - £70,413)  |
| <b>Hours:</b>               | 37 hours per week  |
| <b>Purpose of the role:</b> | The successful delivery of the Jersey Financial Services Commission's (JFSC) Supervision Examination Plan (which includes on-site examinations relating to assurance, discovery and investigation) within agreed quality standards, deadlines and budgets. |

In order to mitigate risks by:

- › Reducing risk to the public of financial loss due to dishonesty, incompetence, malpractice or the financial unsoundness of financial service providers
- › Protecting and enhancing the reputation and integrity of Jersey in commercial and financial matters
- › Safeguarding the best economic interests of Jersey
- › Countering financial crime both in Jersey and elsewhere.

#### **Key Deliverables & Accountabilities:**

- › Responsible for conducting on-site examinations, including 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)
- › Ensures relevant stakeholders (internal and external) are kept adequately informed throughout the examination process
- › Contributes positively to improving industry standards by sharing good practices and draft guidance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: behaviours and abilities required for the role:**

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

### **Knowledge and Experience:**

- › A strong background in financial services particularly within Funds Services Business (FSB)
- › Key person experience would be advantageous
- › An ability to meet challenging deadlines
- › Strong analytical, questioning and investigative skills
- › Exceptional interpersonal, communication and problem solving skills with a can do attitude
- › An ability 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
- › Able to identify solutions and plans to deliver successful outcomes.

### **Other Significant Role Requirements:**

- › A proactive interest in self-development and willingness to work towards a relevant professional qualification (if not currently held)
- › Very 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.