



Graduate Programme, Supervision

Job role

Successful candidates on Graduate Programme will support our Supervision division to:

- › gain deeper understanding of data, why we collect it and how we use it to protect the public and Jersey's reputation as an international finance centre
- › develop a clear understanding of the risks within financial services
- › engage and support our involvement in international organisations.

Position type

- › Permanent contract
- › 37 hours per week
- › Reporting to Supervisor, Relationship Managed Supervision/ rotation to other units

Team/Division

This programme will provide exposure to all teams in our Supervision division.

Your role and responsibilities

To assist our Supervision division to effectively demonstrate achievement of its objectives and adherence to our guiding principles by:

- › Identifying changes in the levels of risk of regulated businesses and demonstrate appropriate follow-up action
- › Assisting with team planning by preparing agendas and reports
- › Working to agreed standards and objectives, ensuring quality, timeliness and efficiency of activities
- › Reviewing internal procedures, documents and systems and recommending changes, as required
- › Carrying out additional tasks to assist with projects and change initiatives
- › Maintaining strong relationships across the organisation and communicating effectively with members of the financial services industry
- › Completing your graduate diary to showcase your development and skills
- › Providing administrative support (data entry and processing etc.).

For this role you will need

- › A 2:1 degree or above with any university, or on track to obtain a degree
- › Knowledge of standard Microsoft Office applications and other desktop applications
- › Knowledge (acquired by interest, experience or education) of financial services (desirable)
- › Willingness to study towards a diploma level qualification or similar from a professional body
- › Analytical skills
- › Good interpersonal skills
- › Ability to work independently and as part of a team
- › Inquisitive and enquiring mind.

Competencies

- › Achieving excellence (Foundation)
- › Communicating effectively (Foundation)
- › Demonstrates expertise (Foundation)
- › Planning and organising (Foundation)
- › Teamwork (Foundation)
- › Judgement and decision-making (Foundation).



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+44 (0)1534 822000



PO BOX 267, 14-18 Castle Street,
St Helier, Jersey JE4 8TP

To apply for any vacancies at the JFSC, submit an application form along with your CV to careers@jerseyfsc.org