

## Job description

### Assistant Analyst, Compliance Department – Guernsey

TISEA is seeking to recruit a Compliance Assistant Analyst to join the Compliance Department. Reporting directly to the Head of Compliance, the Compliance Assistant Analyst is primarily responsible for supporting the day to day running of the activities of the department.

The Compliance Assistant Analyst will be responsible for ensuring the department successfully fulfils its remit through active testing as part of the Compliance Monitoring Programme (CMP), training and effective communication, which must all be maintained in line with the Compliance Framework and Manual.

Duties and responsibilities include performing risk assessments, keeping up to date with relevant laws and regulations, monitoring compliance with laws, regulations and internal policies, investigating irregularities and non-compliance issues, contributing to robust and effective compliance controls, maintaining registers for complaints, conflicts of interest, gifts and hospitality etc. and performing various administrative duties.

The key competencies for this role include ability to work under pressure and to deadline, excellent communications skills, critical problem-solving ability, an ability to analyse and interpret information and a natural curiosity with a questioning mind-set.

If you are interested in this exciting role and would like to see a full copy of the job description please email Laura Cornelius at [laura.cornelius@tisegroup.com](mailto:laura.cornelius@tisegroup.com).