

## Job Description

**Title:** Business Analyst, First Line Assurance (FLA)

**Location:** Dublin, Ireland

**Reporting to:** Head of First Line Assurance

**Contract Type:** Full time & Permanent

### Role Summary:

The Business Analyst in the First Line Assurance (FLA) department will play a critical role in supporting the implementation and enhancement of risk management frameworks within a regulated financial services environment. The primary focus of the FLA is to ensure that all business activities adhere to regulatory standards, internal policies, and best practices.

The Business Analyst will collaborate closely with various stakeholders across the firm; first line functions, and senior management, as well as operational, risk and compliance functions to gather data, identify core issues, from a control and assurance perspective.

First Line Assurance is primarily responsible for helping the front line manage and control day-to-day risks. FLA does this through:

- being a business partner that helps ensure that all front-line team members are aware of, and act in accordance with, the Firm's policies and procedures,
- implementing change as a result of process and efficiency needs, RMPs or Dear CEO letters, and,
- monitoring for breaches of policies and procedures and providing training where necessary.

The core of the Business Analyst's role is to adjudicate on front line approval requests; to assist with the Product Governance process and to assist the Director of Wealth Management on key strategic initiatives and other project-based work. An ability to analyse data and identify trends will be a vital component of the requirements of this role.

Under The Central Bank of Ireland's (CBI) Individual Accountability Framework (IAF) established under The Central Bank (Individual Accountability Framework) Act 2023 (IAF Act), as a Control Function holder, you have a Duty of Responsibility under the CBI Common Conduct Standards. These standards include:

- acting with honesty and integrity,
- acting with due skill, care and diligence,
- co-operating in good faith and without delay with the Central Bank of Ireland
- acting in the best interest of customers and treating them fairly and professionally
- operating in compliance with standards of market conduct and trading venue rules

### **Key responsibilities:**

- Ensure that all business activities comply with relevant regulatory requirements and internal policies.
- Collaborate with various business units to gather requirements, identify issues, and provide solutions.
- Assist the Director of Sales with projects and strategic initiatives.
- Conduct monitoring in line with FLA's monitoring plan.
- Assist with approval requests from the first line in the higher risk activities of the firm.
- Analyse monitoring findings data to provide insights into emerging risks and trends within the business.
- Function as a liaison between FLA and other departments to ensure alignment of risk management practices.
- Identify opportunities for process improvement, risk mitigation, and automation.
- Prepare management reports.
- Maintain accurate records of all assurance policies and procedures.
- Assist in developing / delivering training programs.
- Provide guidance and support to business units on compliance and risk-related matters.

### **Skills & Competencies**

- Has a "can do" attitude to change.
- Experienced at analysing complex data and processes and an ability to identify key risks and trends.
- Excellent written and verbal communication skills, with the ability to present findings and recommendations clearly to stakeholders.
- Proven ability to build strong relationships with stakeholders at all levels of the organization.
- Is assertive and expresses opinions and argues them concisely, tactfully, and persuasively to influence at all levels of the organisation.
- Uses experience, knowledge, and judgement to influence and deliver upon objectives.
- Ability to identify problems, think critically, and develop practical solutions.
- Strong organisational skills with the ability to manage multiple projects and priorities simultaneously.
- In-depth understanding of financial services regulations in Ireland, particularly in the areas of risk management and compliance.

### **Requirements**

- 3-5 years of relevant financial services industry experience
- Strong understanding of the financial services industry in Ireland, including key regulatory bodies (e.g., Central Bank of Ireland) and relevant regulations (e.g., MiFID II, AML).
- Experience of data analysis and associated methods

- Understanding of Financial Risk Management.
- Proven people skills, diplomatic, and prioritization skills.
- Strong organisational and communication skills, both in oral and written communication
- Experience in risk management, compliance, or internal audit is highly desirable.
- Relevant certifications in risk management, business analysis, or financial services compliance are preferred.
- Proficiency in Microsoft office Suite (Excel, PowerPoint, Word) and knowledge of databases.
- Bachelor's Degree in Finance, Business Administration, Economics, and/or a relevant professional qualification (e.g., CFA, ICA) is an advantage.

**This role is a CF-2 designation under the Central Bank's Fitness & Probity Standards.**

**CF-2** - Ensuring, controlling, or monitoring *compliance* by a regulated financial service provider with its relevant obligations

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