

**MINISTRY OF FINANCE
FINANCIAL INTELLIGENCE UNIT OF TRINIDAD AND TOBAGO
ANALYSIS DIVISION**

JOB DESCRIPTION

**ANALYST
(Non-Standardised)**

Kind of Work

Professional work in the field of financial intelligence research and analysis.

Distinguishing Features of Work

An employee in this class is responsible for conducting research and performing complex analysis of sensitive financial information and intelligence for planning, policy formulation and investigative purposes. Duties involve extracting, researching, interpreting and evaluating financial information and intelligence data; liaising with local and foreign financial and law enforcement agencies; disseminating information; producing analytical intelligence reports and other specialized analytical documentation and recommending cases for further investigation. Work is expected to be performed with absolute confidentiality, a considerable degree of initiative and independent judgement, and is subject to review by a professional superior through discussions and reports.

Examples of Work

- Conducts analysis of financial intelligence, information and suspicious transaction reports (STRs) and suspicious activity reports (SARs) pertaining to money laundering and terrorist funding activities, received from Financial Institutions and Listed Businesses in order to generate activity patterns, investigate leads and identify future behaviour.
- Liaises with local and foreign financial and law enforcement authorities to collect intelligence and information for analytical purposes.
- Extracts and Interprets intelligence and information utilizing analytical techniques and procedures using specific analytical software.
- Plans, receives, interprets, analyses, evaluates, integrates information and produces analytical intelligence reports and disseminates information in accordance with the analysis intelligence cycle.
- Produces the following for investigative and educational purposes utilizing information received from financial institutions, listed businesses and extracted from STRs and SARs.
- Specialized analytical documentation such as crime maps, association charts, suspect profiles and linkage analyst.
- Documentation providing information to sensitize the public with respect to the prevention of criminal activity pertaining to money laundering and financing of terrorist activities.
- Recommends whether cases warrants further investigation to determine commitment of money laundering or terrorist financing offences and criminal implications.
- Performs related work as may be required.

Knowledge, Skills and Abilities

- Considerable knowledge of modern principles, techniques and practices of research and investigative methodology.
- Considerable knowledge of modern methods and techniques of intelligence gathering and analysis.

- Considerable knowledge of relevant computer application systems used in research, intelligence gathering and analytical processes.
- Knowledge of the Financial Intelligence Act and related legislation.
- Knowledge of the inter-relationship between the Unit and Law Enforcement and Prosecutorial Agencies, as well as the regulatory
- Knowledge of banking and financial products, and financial legislation and policies pertaining to anti-money laundering (AML) and combating financing of terrorism (CFT).
- Knowledge and understanding of methods of statistical and mathematical analysis. Knowledge of project management techniques.
- Sound oral and written communication skills inclusive of interviewing and report writing skills.
- Sound investigative, analytical, critical thinking, problem solving and decision making skills.
- Ability to collect intelligence and financial information and data for analytical purposes.
- Ability to research, interpret, analyze and evaluate data collected, make informed judgements, solve complex problems and recommend solutions.
- Ability to express ideas clearly and concisely and prepare in-depth, comprehensive reports containing descriptive, analytical and evaluative content within designated deadlines.
- Ability to develop and maintain collaborative working relationships with colleagues and relevant stakeholders.
- Ability to deal discretely with high level, sensitive and confidential matters.
- Ability to maintain high levels of ethics, integrity and confidentiality.

Minimum Experience and Training

Considerable experience (4 - 8 years) working in an analytical, research and or investigative environment and training as evidenced by possession of a Bachelor's degree In Management Studies, Finance, Economics and or in a Social Science Discipline from a recognized institution; or any equivalent combination of experience and training.