

MINISTRY OF FINANCE

FINANCIAL INTELLIGENCE UNIT OF TRINIDAD AND TOBAGO ANALYSIS DIVISION

JOB DESCRIPTION Contractual Position

JOB TITLE: ANALYST

JOB SUMMARY:

The Analyst is responsible for conducting research into Money Laundering, Financing of Terrorism and Proliferation Financing and performing complex analysis of sensitive financial information and intelligence for planning, policy formulation and investigative purposes. Work is expected to be performed with the utmost confidentiality, a considerable degree of initiative and independent judgment, and is subject to review by a professional superior through discussions and reports.

REPORTS TO:	Senior Analyst
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SUPERVISION GIVEN TO:	Nil
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DUTIES AND RESPONSIBILITIES:

- Conducts operational and strategic analysis of financial intelligence, information and suspicious transaction reports (STRs) and suspicious activity reports (SARs);
- Generates activity patterns, investigate leads and identifies future behaviour from STR/SARs;
- Liaises with local and foreign, financial and law enforcement authorities to collect intelligence and information for analytical purposes;
- Extracts and interprets intelligence and information utilising 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;
- Prepares analytical documentation, such as, crime maps, association charts, suspect profiles and linkage analyst;

- Prepares documentation providing information to sensitise the public with respect to prevention of criminal activity pertaining to Money Laundering, Financing of Terrorism and Proliferation Financing activities;
- Recommends whether cases warrant further investigation to determine commitment of Money Laundering, Financing of terrorism and Proliferation Financing activities;
- Assists with the training of stakeholders - local Law Enforcement Agencies and foreign Financial intelligence Units;
- Represents the FIUTT at seminars and meetings, when required; and
- Performs related work as may be requested.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of modern principles, techniques and practices of research and investigative methodology, including statistical and mathematical analysis.
- Considerable knowledge of modern methods and techniques of intelligence gathering and analysis.
- Proficiency in Microsoft applications.
- Must be familiar with the Financial Intelligence Unit of Trinidad and Tobago Act and related legislation.
- Knowledge of the inter-relationship between the Unit and Law Enforcement and Prosecutorial Agencies, as well as the regulatory and financial community, both locally and internationally.
- Comprehensive understanding of banking and financial products, and financial legislation and policies pertaining to Anti-Money Laundering and Combating Financing of Terrorism and Counter - Proliferation Financing (AML/CFT/CPF).
- Good project management skills.
- Excellent research, investigative, analytical, critical thinking, problem solving and decision making skills.
- Sound oral and written communication skills inclusive of interviewing and report writing skills.
- Strong interpersonal skills
- Ability to collect financial intelligence and information and data for analytical purposes.

MINIMUM EXPERIENCE AND TRAINING:

- Bachelor of Science Degree in Management Studies, Finance, Economics and or a Social Science Discipline from a recognised institution;
- Four – eight (4 – 8) years' experience in an analytical, research and or investigative environment; or any equivalent combination of experience and training.

REQUIREMENT:

- Takes the Oath of Office as required by the Financial Intelligence Unit of Trinidad and Tobago Act, Chap. 72:01, as amended.
- Complies with the Security and Confidentiality laws and regulations as well as the policies of the FIUTT.