MINISTRY OF FINANCE

FINANCIAL INTELLIGENCE UNIT OF TRINIDAD AND TOBAGO
ANALYSIS DIVISION

JOB DESCRIPTION
Contractual Position

JOB TITLE: DIRECTOR, ANALYSIS

JOB SUMMARY:

The Director, Analysis is responsible for planning, directing and coordinating the operations in the Analysis Division of the Financial Intelligence Unit of Trinidad and Tobago, including research into Money Laundering, Financing of Terrorism and Proliferation Financing. Duties involve formulating and implementing policies and processes for the analytical function; periodically reviewing existing analytical systems and recommending improvements; and developing evaluation systems, standards and protocols. Work is performed with absolute confidentiality a considerable degree of initiative, and independent judgment in accordance with the Financial Intelligence Unit Act, related laws and departmental policy, and is reviewed by a superior through reports and discussions to determine efficacy and adherence to policy objectives.

REPORTS TO:	Director, and Deputy Director of the FIUTT
SUPERVISION GIVEN TO:	Senior Analysts, Intelligence Research Specialist and Analysts

DUTIES AND RESPONSIBILITIES:

- Plans, directs and coordinates the operations of the Analysis Division of the Financial Intelligence Unit which involves the reception and analysis of information and Suspicious Transactions/Suspicious Activity Reports (STRs/SARs), the sourcing of additional information to facilitate the analytical process and the generation of confidential reports for dissemination to relevant law enforcement authorities for investigative purposes;
- Formulates and implements policies for:
    - establishing analytical processes; and
    - managing the reception and processing of information in order to create valuable reports;

- Develops and implements an analytical intelligence cycle inclusive of the planning, receiving, evaluating, integrating, analysis, reporting and dissemination of information;
- Receives, reviews and analyses reports submitted by Analysts, ensures that the reports are in accordance with the provisions of the Financial Intelligence Unit of Trinidad and Tobago Act and other relevant laws; makes recommendations for submission to the supervisor;
- Reviews existing analytical systems used in processing information in the intelligence cycle and in creating intelligence reports from SARs/STRs and recommends the development of new or alternative systems to improve performance;
- Develops evaluation systems to:
    - Classify the STRs/SARs received for analysis and prioritize the dissemination of intelligence in accordance with the Financial Intelligence Unit Act.
    - Creates evaluation templates and standards for measuring and monitoring the analytical process in keeping with the established objectives of the Unit.
    - Implements systems for the effective use of the Unit's Management Information System to aid in the analytical process;
- Develops and implements training programmes in the area of financial intelligence analysis;
- Shares information pertaining to suspicious activities/transactions with financial institutions, listed businesses, law enforcement and prosecutorial agencies; and other Financial Intelligence Unit members of the Egmont Group;
- Participates in the preparation of the Annual Estimates of Expenditure for the Division;
- Represents the Unit at meetings/conferences and on committees, as required;
- Provides information, advice and assistance to relevant stakeholders including law enforcement agencies to facilitate investigations;
- Keeps abreast of emerging technologies/developments for use in the Analysis Division of the Financial Intelligence Unit of Trinidad and Tobago, in keeping with international standards;
- Creates standard operating procedures to protect official information;
- Performs related work as may be required.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of the Financial Intelligence Unit of Trinidad and Tobago Act and related legislation.
- Extensive knowledge of the interrelationship between the Unit and Law Enforcement and Prosecutorial Agencies, as well as the regulatory and financial community, both locally and internationally.

- Extensive knowledge of banking and financial products, financial legislation and policies pertaining to anti-money laundering (AML) and combating the financing of terrorism (CFT).
- Extensive knowledge and understanding of research techniques and of the methods of Statistical analysis.
- Considerable knowledge of computer application systems pertaining to the management of analytical systems and databases specific to financial transaction and criminal intelligence data.
- Considerable knowledge of the techniques of strategic planning and project management.
- Sound oral and written communication skills inclusive of report writing skills.
- Sound investigative, analytical and critical thinking skills.
- Sound leadership and teambuilding skills.
- Ability to exercise good judgment in safeguarding confidential or sensitive information.
- Ability to analyse, interpret, and evaluate data of a financial intelligence nature (for example, anti-money laundering and the financing of terrorism), make informed judgements, solve complex problems and recommend sound solutions.
- Ability to develop and implement training programmes.
- Ability to provide strategic leadership and manage a cadre of professional and technical staff.
- Ability to express ideas clearly and concisely, and prepare indepth, comprehensive reports containing analytical and evaluative content within a designated deadline.
- Ability to develop and maintain collaborative working relationships with colleagues and relevant stakeholders.

MINIMUM EXPERIENCE AND TRAINING:

Extensive experience performing analytical and research functions, including considerable (4 - 8 years) experience at a supervisory level and training as evidenced by the possession of a Bachelor’s degree in Management Studies, Finance, Economics, Law, or Engineering from a recognized institution; or any equivalent combination of experience and training.

REQUIREMENTS:

- 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.