MINISTRY OF FINANCE

FINANCIAL INTELLIGENCE UNIT OF TRINIDAD AND TOBAGO
ANALYSIS DIVISION

JOB DESCRIPTION
Contractual Position

JOB TITLE: SENIOR ANALYST

JOB SUMMARY:

The Senior Analyst is responsible for conducting extensive 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; and initiating and conducting operational and strategic analysis projects. Work is expected to be performed with the utmost confidentiality, a very considerable degree of initiative and independent judgment, and is subject to review by a professional superior through discussions and reports.

REPORTS TO:	Director, Analysis
SUPERVISION GIVEN TO:	Analysts

DUTIES AND RESPONSIBILITIES:

- Conducts extensive operational and strategic analysis of financial intelligence and information and complex suspicious transaction reports (STRs) and suspicious activity reports (SARs).
- Initiates and conducts Operational and Strategic analyses using data/information to identify Money Laundering, Financing of Terrorism and Proliferation Financing (ML/FT/PF), related trends and patterns.
- Generates trends, activity patterns and typologies, investigates 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.
- Provides support to the Analysis Division in the absence of the Director, Operational Analysis of the Analysis Division.
- Assists with the training of stakeholders - local Law Enforcement Agencies and foreign Financial Intelligence Units.
- Attends seminars and meetings 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.
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- Working 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, 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 skill.
- Ability to collect intelligence and financial information and data for analytical purposes.
- Ability to teach and mentor junior team members.
- Ability to represent the FIUTT, when necessary and deliver presentations at high level meetings, both locally and internationally.

MINIMUM EXPERIENCE AND TRAINING:

- BSc in Management Studies, Finance, Economics and/or a Social Science Discipline from a recognised institution.
- A minimum of six (6) years' experience in an analytical, research and or investigative environment; 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.