

FINANCIAL INVESTIGATION AGENCY

JOB SPECIFICATION AND DESCRIPTION

JOB TITLE:	Analyst
REPORTS TO:	i) Directly: Senior Analyst
	ii) Indirectly: Deputy Director
SUPERVISES:	i) Directly: N/A
	ii) Indirectly: N/A
PAY GRADE:	P4

JOB SUMMARY:

Scope of duties includes preparing and analyzing financial intelligence and ensuring the accuracy and validity of intelligence provided. Responsible for the provision of financial analysis of disclosures of financial information reported in accordance with the provision of the Proceeds of Criminal Conduct Act, 2003 (as amended), and the provisions of the Anti-Terrorism (Financial and other Measures) (Overseas Territories) Order, 2002. Provide intelligence from information and disclosures received to assist and support the Director in consultation with the Senior Investigating Officer. Update and search databases including data held by the Agency and in consultation with the Director, facilitate the provision of financial insight to disclosures of (SARs/STRs). Provide intelligence support to the Director and staff of the Agency by utilizing all available assets to the benefit of the Agency.

ESSENTIAL JOB FUNCTIONS:

1. Analyse financial information made in disclosures (STRs/SARs), under the Proceeds of Criminal Conduct Act, 2003 (as amended) and under the Anti-Terrorism (Financial and other Measures) (Overseas Territories) Order, 2002.
2. Plan, organize and conduct appropriate and relevant searches using all available sources and identifying new areas of inquiry.
3. Assist with the preparation of high quality intelligence reports in a timely manner that are based on a comprehensive understanding of financial transactions and services and their potential to be used in the laundering of proceeds of criminal activity or terrorist financing.
4. Develop and prepare well supported recommendations for further action based on research and analysis in keeping with the requirements of the Proceeds of Criminal Conduct Act, 2003 and the Anti-Terrorism (Financial and other Measures) (Overseas Territories) Order, 2002.

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5. Assist the Director in the dissemination of intelligence to local law enforcement agencies including the Office of the DPP and the BVI Financial Services Commission (FSC) and foreign law enforcement and financial intelligence units.
6. Draft and prepare all SAR/STR related correspondence for the Director's signature including requests for additional information under Section 4 (2) (d) of the FIA Act to support analysis and all onward disclosure of intelligence.
7. Provide advice and support to the Director on matters relating to financial transactions within the broad spectrum of services and products available and associated money laundering and terrorism financing typologies.
8. Develop and maintain analytical skills including awareness of relevant developments in intelligence analysis (including IT Software) and law enforcement. Build and maintain up-to-date knowledge about relevant areas of criminality as required.
9. Respond to requests from overseas financial intelligence units.
10. Maintain strict standards of confidentiality in dealing with highly sensitive information.
11. Perform any other related duties, which may be assigned from time to time.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Minimum Associate's Degree in Accounting, Finance, Economics or Criminal Justice.
- Minimum Two (2) years of analytic experience.
- Minimum Two (2) years work experience in a financial intelligence environment.
- Certified Anti-Money Laundering Specialist (CAMS) Certification.
- Crime Analysis Certification from a reputable institution
- Working knowledge of relevant legislation including the Financial Investigation Agency Act, 2003, Proceeds of Criminal Conduct Act and Anti-Terrorism (Financial and other Measures) (Overseas Territories) Order, 2002.
- Working knowledge of investigative procedures including Judges Rule.
- Working knowledge of relevant computer software including Access, Word and PowerPoint and I2 Analytical Software.
- Good organizational and interpersonal skills.
- Good report writing and presentation skills.
- Strong oral and written communication skills.

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WORKING CONDITIONS:

- Normal office environment involving periods of computer work.
 - Field work as required.
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LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor.

INCUMBENT

DATE

DIRECTOR

DATE