

VACANCY NOTICE

The Human Resource Management Department on behalf of the Financial Intelligence Unit, Ministry of Finance wishes to invite suitably qualified persons to apply for the post of **Financial Intelligence Analyst**.

DUTIES AND TASKS:

1. Prepare high quality intelligence reports 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, terrorist financing or proliferation financing.
2. Analyse financial information reported in STRs, plan, organize and conduct appropriate and relevant research using all available sources and identify new areas of inquiry.
3. Develop and prepare well supported recommendations for further action based on research and analysis in keeping with the requirements of the FIU Act; and the role of the FIU.
4. On approval of the Director, disseminate intelligence to law enforcement agencies and other financial intelligence units.
5. Draft and prepare all STR related correspondence for the Director's signature including requests for additional information to support analysis and all onward disclosure of intelligence.
6. 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, terrorism financing and proliferation financing typologies.
7. 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 to support investigative and prosecutorial processes.
8. On approval of the Director, respond to requests from law enforcement agencies and overseas financial intelligence units.
9. Provide advice and guidance to reporting entities regarding reporting requirements and obligations as required by the anti-money laundering, and countering the financing of terrorism, and countering proliferation laws.

10. Research, develop, promote and give presentations on the work and role of the FIU through dialogue with staff of the reporting entities.
11. Maintain strict standards of confidentiality in dealing with highly sensitive information.
12. Research and develop jurisdiction specific money laundering, terrorism financing and proliferation typologies to provide guidance and assistance to financial and non-financial service provider while exercising considerable discretion and ensuring that highly confidential information is not inappropriately disclosed.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree in Social Sciences, Accounting, Finance, Business Administration or related field of study **OR** two (2) years professional work experience in anti-money laundering and countering the financing of terrorism (AML/CFT) field.
- Certification in AML/CFT e.g. Certified Anti-Money Laundering Specialists (CAMS), Certified Fraud Examiner (CFE) or other related certification
- Knowledge of international standards regarding anti-money laundering and countering the financing of terrorism (AML/CFT) including the Financial Action Task Force (FATF) 40 + 9 Recommendations,
- Knowledge of legislative and policy environment within which the FIU operates; and the overall AML/CFT/CPF regime locally.
- Proven ability to think critically and strategically in analysing complex and conflicting information to identify information gaps and potential data sources;
- Excellent communication skills both orally and in writing are required.
- The ability to prioritise and manage workflow effectively in a team environment while conducting analysis.

SALARY:

- Salary will be commensurate with qualifications.

Applications must be accompanied by:

- Letter of Application
- Curriculum Vitae

- Police Record
- Official academic certificates, transcripts and other relevant documents (certified copies)
- Two (2) references with telephone number and email address

Applications should be addressed to:

**Chief Personnel Officer
Human Resource Management Department
Government Headquarters,
P. O. Box 186,
Church Street,
Basseterre, St. Kitts.**

Applications may also be emailed to: finsec@gov.kn/ humanresources@gov.kn.

The deadline for the receipt of applications is 12th August 2022.