

### **JOB SPECIFICATION**

**DEPARTMENT:** Gibraltar Financial Intelligence Unit  
**POST:** Financial Intelligence Officer - Grade III  
**RESPONSIBLE TO:** Intelligence Manager

#### **JOB PROFILE:**

The role demands a high degree of integrity, as the post holder has access to sensitive information and intelligence. The post-holder will work as part of the GFIU team in accordance with Proceeds of Crime Act 2015, other legislation and strategic priorities set out by the GFIU.

The role of the Financial Intelligence Officer requires specialised skills and training will be made available both in post and externally.

#### **The main functions of the post are as follows:**

1. To ensure that all administrative aspects of the disclosure system are dealt with promptly and efficiently in support of the Anti-Money Laundering and Counter Terrorism Financing Legislation. This includes the receipt and recording of data from Suspicious Activity Reports (SARs) by:
  - a) Analysing the data and identifying potential criminal activities.
  - b) Conducting research and compiling Intelligence Reports for dissemination to the RGP, HM Customs, supervisory bodies and other foreign FIUs and law enforcement agencies.
2. To liaise with other Financial Intelligence Units; foreign and local Law Enforcement Agencies; Financial Institutions and other agencies to ensure the exchange of mutually beneficial information and appropriate level of co-operation in financial investigations.
3. Sanitise financial intelligence in accordance with the National Intelligence Model (NIM) to support the investigation of financial and other crime.
4. Use Proceeds of Crime Act 2015 and other legislation, gateways, and external agencies to develop intelligence packages for use in financial and other investigations.
5. Analyse SARs in accordance with policies and Standard Operating Procedures to produce and provide valid financial intelligence packages for investigations.

6. Interrogate other data sources of information available to the GFIU, including open-source intelligence to develop financial intelligence for investigations.
7. Keep abreast of current and relevant trends and patterns in money laundering and associated crimes.
8. To attend training courses, meetings and conferences as required.
9. To ensure that only authorised information is released in compliance with the Data Protection Act 2004, GDPR and the GFIU's Protective Marking Scheme Policy.
10. Keep abreast of current and relevant trends and patterns in money laundering, terrorist financing, proliferation financing, and other criminal conduct.
11. The post-holder may be responsible for supporting induction of new staff and provide training and advice to other staff members on analysis of financial or criminal data.
12. The post-holder will be expected to travel and attend training courses, meetings and conferences as required.
13. It is essential to successfully complete the UK's national Financial Intelligence Officer (FIO) course.
14. The post-holder must also complete online training (e.g. ECOFEL, Basle Institute) courses that are relevant to the role.
15. Carry out on call duties during silent hours as per the GFIU Duty Roster.
16. Undertake any other duties as directed by the Director of the GFIU.

**PERSON SPECIFICATION – FINANCIAL INTELLIGENCE OFFICER**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications:</b>	Five GCSE's or equivalent (or GCE 'O' Level) passes at A, B or C grade, or CSE grade 1, two of which must be in GSCE English Language and Mathematics.	Educated to degree level in a subject with a significant numerical component e.g. a degree in accounting, economics or computer sciences or equivalent qualification or higher qualification
<b>Experience:</b>	Advanced use of Microsoft Office suite (Excel, Word, PowerPoint, etc.) and other industry standard report writing tools (e.g. Tableau or Power-Bi).  Experience of financial services, intelligence techniques and analysis.	
<b>Knowledge:</b>	Understanding of blockchain technology and cryptocurrencies.	Understanding of artificial intelligence solutions.
<b>Key Skills and Behaviours:</b>	To have proven and effective written and oral communication skills, and to have evidence of effective interpersonal skills, including problem solving, through creative thought to be able to deliver informative products.  Ability to produce concise reports, intelligence reports or other documents that will withstand scrutiny.  Ability to prepare and present case material to an acceptable standard including recording and retaining material.  Skilled in the use of standard IT packages, systems and/or databases to fulfil role requirements.	Ability to analyse information and intelligence and break down a problem into component parts to determine appropriate action.

<p><b>Key Skills and Behaviours (cont):</b></p>	<p>Ability to identify potential opportunities to proactively enhance efficiency and/or effectiveness and introduce new ways of working and innovation within own area of work.</p> <p>Ability to appropriately prioritise and plan own work effectively.</p> <p>Have a high level of self-motivation and the ability to work under pressure and prioritise workload within an ever-changing dynamic working environment.</p> <p>Ability to work unsupervised and to be self-motivated and confident with a flexible approach, to respond to the process of change.</p> <p>Ability to proactively develop effective working relationships with colleagues, partners and others.</p>	
<p><b>Additional Information:</b></p>	<p>Possess the appropriate level of integrity at all times.</p> <p>Due to the nature of the role, the post-holder will be subject to the relevant security vetting prior to taking up the post.</p> <p>The post-holder must maintain confidentiality and trust at all times and on all matters and may be required to deal with issues of a very sensitive and/or confidential nature.</p> <p>In-house training will be provided where considered relevant and appropriate.</p>	

Note: There may be some variation and/or development of the above duties and responsibilities without changing the general nature of the post.