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**JOB SPECIFICATION**

**DEPARTMENT:** Gibraltar Financial Intelligence Unit

**POST:** Strategic Analyst - 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 be responsible for conducting strategic analysis to identify money laundering and terrorist financing (ML/TF) related trends and patterns, to determine threats and vulnerabilities, help establish policies and priorities for the GFIU and assist decision making at an operational, tactical and strategic level. The post-holder is expected to have expert working knowledge of analytical methodologies.

The role will be pivotal in the ongoing development of GFIU capabilities, the support of GFIU management in provision of statistical information to the private/ public sector, particularly to feed into the National Risk Assessment, and representing the GFIU by way of briefings to other departments or agencies (local and foreign) on matters related to statistics, trends, and other analyses.

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

To work as part of the GFIU team in accordance with POCA 2015, other legislation and strategic priorities set out by the GFIU. This includes conducting financial analysis to support the investigation and reporting of financial matters mandated to the GFIU by developing deep automated systems for data collection and presentation using advanced technologies.

1. Undertake regular data collation, analysis, modelling, and interpretation to produce reports, dashboards for strategic and operational performance measures and outcomes including activity and trend analysis.
2. Prepare and present reports and trend analysis to senior managers and other stakeholders, in order that operational decision making is based on high quality, accurate analysis.
3. Work with stakeholders to develop the data and analysis requirements, suggesting improvements and scoping the final report format and content to meet the information and analysis needs. The outcome will be reports which meets the customers' needs, and which informs and improves operational decision making.
4. Conduct analysis at the strategic, tactical, and operational levels identifying gaps and using appropriate analytical tools and methodologies to interpret gaps, patterns, and trends, to extend the investigative/intelligence effectiveness and

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- impact of the GFIU in delivering HMGoG's AML/CFT/CPF Strategy and GFIU's Strategic Plan.
5. 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 investigation.
  6. Present complex analysis in a comprehensible way that drives action, including the analysis of accounts to identify irregularities.
  7. Assist in the preparation of GFIU's publications and contribute to knowledge management at the GFIU.
  8. The post-holder is required to possess a high degree of organisational ability, self-motivation, and attention to detail along with strong analytic abilities.
  9. As a member of a team with a varied workload, the post-holder is required to plan and organise their own workload to achieve the priorities and deadlines of the team.
  10. Guided by GFIU's policies and standard operating procedures, the post-holder is required to work under their own initiative with minimum supervision.
  11. The post-holder will work to the priorities agreed but will have discretion and freedom in respect of prioritisation and support given within areas of responsibility.
  12. The post-holder is responsible for deciding when matters need to be escalated to their manager. Work is managed rather than supervised.
  13. Assist in providing strategic, operational, and tactical interpretation and verifying the relevance of financial intelligence and other material through analysis.
  14. Assist in the development of machine learning and artificial intelligence solutions for analysis.
  15. Keep abreast of current and relevant trends and patterns in money laundering, terrorist financing, proliferation financing, and other criminal conduct.
  16. 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.
  17. The post holder will be expected to travel and attend training courses, meetings and conferences as required.

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18. Undertake any other duties as directed by the Director of the GFU.

**PERSON SPECIFICATION – STRATEGIC ANALYST – GRADE III**

<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) to deliver quality outputs including dashboards.  Experience of financial services, intelligence techniques and analysis.	Experience of financial services, intelligence techniques and analysis.
<b>Knowledge:</b>	Competence in data mining and analysis.  Knowledge of quantitative and qualitative research methods, business intelligence and analytical techniques.  Understanding of how data and analysis can be used to improve performance and outcomes.  Knowledge of approaches to stakeholder engagement and intelligence gathering.	An in-depth understanding of information flows.  Understanding of blockchain technology and cryptocurrencies.  Understanding of artificial intelligence solutions.
<b>Key Skills and Behaviours:</b>	Ability to analyse data, identify trends, identify issues, and provide insights and recommendations to improve working practices and data quality, with a particular focus on the relevant business area of the post.  Ability and drive to learn how to use new business intelligence reporting	Ability to develop technical specifications that can be used to negotiate with third party suppliers or for in-house development.  The willingness and ability to learn basic forensic accountancy and the basics of money laundering and terrorist financing.

<p><b>Key Skills and Behaviours (cont):</b></p>	<p>programmes/ software.</p> <p>Demonstrable initiative/skills to identify solutions to meet the needs of the GFIU, collating information across multiple business systems.</p> <p>The ability to demonstrate excellent communication skills in English, both written and oral, in a concise, factual, and unambiguous manner, taking account of the needs of the intended reader(s)/ audience.</p> <p>The ability to produce visual presentations in relation to complex financial investigations is essential.</p> <p>Effective own time management and demonstrate organising ability, which prevents other resource effort from being wasted.</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.