

JOB SPECIFICATION

JOB TITLE: GDC Grade 2 - Financial Intelligence Support Officer

DEPARTMENT: Gibraltar Financial Intelligence Unit

RESPONSIBLE TO: Intelligence Manager

JOB PROFILE:

The role demands a high degree of integrity, as the post holder has access to sensitive intelligence. 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 and representing the GFIU by way of briefings to other departments or agencies on matters related to statistics, trends and other analyses.

The main functions of the post are as follows:

- To contribute to the efficient operation of the GFIU, providing administrative and technical support to its staff, demonstrating a high level of professionalism. The officer will also act as the first point of contact for general enquiries and ensure that a high level of customer service is provided.
- Manage all incoming queries regarding the operation of THEMIS, the online suspicious activity reporting system, and assist with basic troubleshooting and liaise with the software developers' support team if needed.
- Deal with issues such as forgotten passwords, re-setting locked out user profiles and changing access rights when a user moves from one company to another.
- Create profiles for MLROs and other compliance staff on the online suspicious transaction reporting system, confirming their identity and liaising with supervisory bodies to confirm they are an appropriate person.
- Maintain all other GFIU software accounts and ensure that payment for licencing fees is kept up to date.
- Create and manage accounts on the GFIU's e-learning system (e-Nexus) and where necessary update e-workshops.
- Assist Strategic Analysts with data collection or any other analytical work as required for the functions of the GFIU.
- Use specialist technical software to collate data, conduct basic statistical and graphic analyses to prepare information ready for analysis.
- Assist Financial Intelligence Officers with the processing of Suspicious Activity Reports, MLRO Information Reports, Targeted Financial Sanctions, Mutual Legal Assistance data, and any other intelligence received by the GFIU.

- Create central records on THEMIS for all subjects, data or intelligence received by the GFIU.
- Participate in awareness presentations and attend training courses, meetings and conferences as required and develop skills, knowledge, and competencies.
- The post holder may be required to carry out other duties within the scope of the administrative functions of the GFIU, including the taking of minutes.
- Undertake any other duties as directed by the Director of the GFIU or the Head of Operations.

PERSON SPECIFICATION – GDC GRADE 2 – FINANCIAL INTELLIGENCE SUPPORT OFFICER

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications:	Applicants must possess five GCSE passes or equivalent at grades A-C or Grades 4-9, two of which must be in English Language and Mathematics or an equivalent or higher qualification such as a University degree which supersedes these qualifications (a degree or equivalent qualification used in lieu of English and/or Mathematics at GCSE must demonstrably be shown to contain enough content in this respect in order to qualify).	A degree or equivalent qualification in either a specialised subject or relevant field such as Mathematics, Computer Sciences or Finance. Relevant accredited qualifications at degree level or higher.
Experience:		Experience of financial services, intelligence techniques. Experience in research techniques.
Knowledge:		Knowledge of the Proceeds of Crime Act 2015 the Data Protection Act 2004 and Gibraltar Data Protection Regulations. Knowledge of Government Accounting Procedures, Accounting Instructions, General Orders and other Government Regulations.
Key Skills and Behaviours:	A strong ability to deal with digital solutions, with experience in Microsoft Office software applications, especially in data processing and spreadsheets. Have good mathematical and analytical skills. Effective own time management and demonstrate organising ability, which prevents other resource effort from being wasted. 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. Training and presentation skills including the use of Power Point.	Possess the ability to make sound decisions and have sound judgement. Innovative approaches to handling big data using Machine Learning (ML) and Artificial Intelligence (AI) solutions. Ability to work with commercial experts in engaging effectively and intelligently with other stakeholders in order to improve service delivery. Possess the ability to make sound decisions and have sound judgement.

	Able to work methodically, accurately and with attention to detail. Able to work well in a team environment, on own initiative and on occasions without close supervision. Computer literacy in dealing with standard MS Word, data processing and spreadsheets. Have good communication skills, both verbal and written. Have good mathematical and analytical skills. Ability to plan and prioritise tasks and work under relative pressure to meet deadlines. Have good organisational skills. Able to work methodically, accurately and with attention to detail. Able to work well in a team environment, on own initiative and on occasions without close supervision. Able to be discreet, professional and respectful at all times. Able to follow clearly defined work procedures. Willingness to take on responsibility and be discreet when dealing with confidential information. Possess logical thought of action.	
Other requirements:	Available to work, on occasions, as required, after normal working hours. Possess the appropriate level of integrity at all times. The post-holder will be subject to the relevant security vetting prior to taking up the post. Substituting for higher grade when required.	Available to attend a number of courses as part of the skills development whilst in post with occasional travel outside Gibraltar.

	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. In-house training will be provided where considered relevant and appropriate.	
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Note: The above list is not exhaustive and other duties commensurate with the rank and general nature of the post may, from time to time, be required. In addition, there may be some variation and/or development of the above duties and responsibilities without changing the general nature of the post.