

JOB SPECIFICATION

JOB TITLE: GDC Grade 3 - Financial Intelligence Officer

DEPARTMENT: Gibraltar Financial Intelligence Unit

RESPONSIBLE TO: Intelligence Manager / Project 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:

- 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 Investigation Branch, supervisory bodies other foreign law enforcement agencies.
- 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.
- Sanitise financial intelligence in accordance with the National Intelligence Model (NIM) to support the investigation of financial and other crime.
- Use Proceeds of Crime Act 2004 and other legislation, gateways and external agencies to develop intelligence packages for use in financial and other investigations.
- Analyse SARs in accordance with policies and Standard Operating Procedures to produce and provide valid financial intelligence packages for investigations.
- Interrogate other data sources of information available to the GFIU, including open-source intelligence to develop financial intelligence for investigations.
- Keep abreast of current and relevant trends and patterns in money laundering and associated crimes.
- Provide training and advice to reporting entities on the contents of the SARs.
- To attend training courses, meetings and conferences as required.

- 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.
- Keep abreast of current and relevant trends and patterns in money laundering, terrorist financing, proliferation financing, and other criminal conduct.
- Conduct outreach to reporting entities both in person and virtually both via the FLINT partnership and / or in conjunction with relevant regulatory bodies.
- Promote the GFIU and its analytical products on social media platforms.
- 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.
- Required to complete the UK's national Financial Intelligence Officer (FIO) course.
- The post-holder must also complete online training (e.g. ECOFEL, Basel Institute) courses that are relevant to the role.
- Undertake any other duties as directed by the Director of the GFIU.

PERSON SPECIFICATION – GDC GRADE 3 - FINANCIAL INTELLIGENCE 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. Accredited qualification in Management or in Accounting or other related field. Chartered Institute of Professional Development (CIPD) Certificate on Management Interpersonal Skills as offered by the Human Resources Department as part of its Management Training Programme.
Experience:	Advanced use of Microsoft Office suite (Excel, Word, PowerPoint, etc.) and other industry standard report writing tools.	Experience of financial services, intelligence techniques and analysis.
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:	To have proven and effective written and oral communication skills. Ability to prepare and present case material to an acceptable standard including recording and retaining material. 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. Ability to appropriately prioritise and plan own work and to work effectively. Have a high level of self-motivation and the ability to work under pressure and prioritise workload within an ever-changing dynamic working environment. Ability to work unsupervised and to be self-motivated and confident with a	Ability to analyse information and intelligence and break down a problem into component parts to determine appropriate action.

	flexible approach, in order to respond to the process of change. Ability to proactively develop effective working relationships with colleagues, partners and others. Ability to work effectively under pressure and meet set deadlines. Ability to plan and organise work on own initiative, and as part of a team, sometimes without close direction or control from senior management. Ability to make sound decisions/have sound judgement and follow clearly defined work procedures. Have good numerical and communication skills, both verbal and written. Have leadership qualities, which encompass the ability to manage staff. Ability to use available resources for the welfare of the section. Ability to be self-reliant and have proactive esteem. Willingness to take on responsibility and be discreet when dealing with confidential information. Have critical analysis and clear logical thought of action. Work methodically, accurately and with attention to detail.	
Other requirements:	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. 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.	Available to work, on occasions, as required, after normal working hours.

	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.