Financial Intelligence Officer

Department: Justice and Home Affairs

Division: States of Jersey Police

Reports to: Head of FIU

JE Reference: JHA1042

Grade: 9   **JE Date:** 13/5/2021

Job purpose

As the Financial Intelligence Officer in Jersey's Financial Intelligence Unit (FIU), you will be responsible for the receipt, analysis, development and dissemination of financial intelligence and data obtained from Suspicious Activity Reports (SARs) and other relevant sources.

You will also be responsible for supporting or instigating criminal investigations or civil sanctions relating to intelligence and data obtained regarding money laundering, associated predicate offences and terrorist financing both nationally and internationally.

Job specific outcomes

1. To analyse, manage and develop financial intelligence and data obtained from SAR's and other relevant sources relating to money laundering, associated predicate offences and terrorist financing by following the trail of particular activities or transactions, and to determine links to proceeds of crime, with a view to instigating or supporting national and international criminal investigations.

2. To produce high quality intelligence and data products that communicate findings in a meaningful, clear and concise way using a range of formats; including the preparation and delivery of presentations to the key stakeholders both internal and external, impacting on decision making and risk management;

3. To undertake financial intelligence enquiries whilst managing a caseload and adopting a risk based approach, utilising the relevant legislations, regulations, protocols and international guidance to obtain and share information and intelligence as required;

4. To participate and support the FIU's effective management of the consent regime, which includes grading and assessment of SAR's and Miscellaneous Information Reports;

5. To comply with all intelligence gathering, development and dissemination policies and protocols, including the National Intelligence Model in preparing FIU intelligence reports and products;

6. To undertake activities to support Jersey's overarching Financial Crime Strategy (including participation in relevant working groups) to ensure and promote its effectiveness and compliance with the FATF International Standards on AML/CFT along with other international standards in respect of Bribery and Corruption, Terrorist Financing, Sanctions and Proliferation.

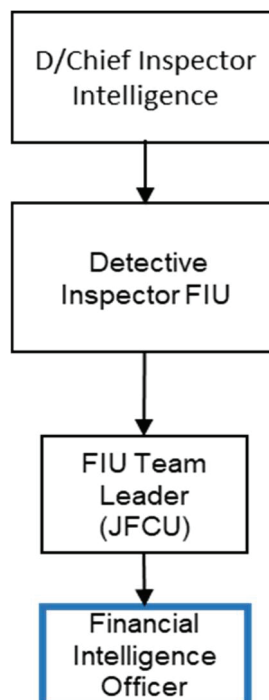7. Develop and maintain effective relationships with key stakeholders and partners.

8. To act as a single point of contact for a specific criminal typology (e.g. human trafficking, Child sexual Exploitation, Corruption and Bribery, Terrorist Financing) and for relevant key stakeholders and partners to ensure effective relationships.

9. To ensure the prompt and accurate recording of financial intelligence data using the databases available to the FIU, adhering to all legal frameworks, key working principles policies and guidance relevant to the role to ensure information and intelligence is handled and processed legally.

10. To maintain an awareness of developments in relevant legislation, policies, emerging trends and international standards relating to AML/CFT;

11. Cover any other ad hoc duties at the request of SoJP in pursuance of managing service requirements in a timely, efficient and effective manner.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisation chart

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications *Please state the level of education and professional qualifications and / or specific occupational training required.*	A levels or equivalent qualifications; and or experience within a similar role. Have, or be willing to work toward ICA AML Diploma or similarly recognised and relevant qualification.	
Knowledge *This relates to the level and breadth of practical knowledge **required** to do the job (e.g. the understanding of a defined system, practice, method or procedure).*	Knowledge of the following legislations: • Proceeds of Crime (Jersey) Law 1999 • Money Laundering (Jersey) Order 2008 • Terrorism (jersey) Law 2002 Knowledge of the Jersey Finance Industry, including products and services. Knowledge of operating across a number of systems and adjusting to specialist systems. Working knowledge of relevant systems (e.g. Microsoft Office), equipment, processes and procedures including standard software packages, with limited use of non-standard software.	Knowledge of FATF recommendations. Knowledge of the following legislation: • Forfeiture of Assets (Civil Procedure) (jersey) Law 2018 • Criminal Justice (International Co-Operations) (jersey) Law 2001 • Civil Asset recovery (International Cooperation) (Jersey) Law 2007 • Investigation of Fraud (Jersey) law 1991 • Money Laundering and Weapons Development (directions) (Jersey) Law 2012 • The Al-Qa'ida and Taliban (United Nations Measures) (channel Islands) Order 2002
Technical / Work-based Skills *This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.*	Ability to apply knowledge of financial products instruments and services and key terms to effectively understand and interpret financial intelligence. Ability to use and adapt to various computer systems to enter data and retrieve data.	Ability to understand complex financial structures. Ability to interrogate financial data (e.g. Bank statements, financial records inc. yearend

	Proficient in using computer applications e.g. Microsoft Office. Ability to apply a risk based approach	accounts, annual reports, general ledgers). Ability to recognise financial red flag indicators and trends relating to money laundering and associated predicate offending).
General Skills/Attributes *This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.*	Ability to work using their own initiative and can demonstrate: • Sound judgement • Flexibility • Critical thinking and Problem solving skills • High levels of personal integrity and confidentiality • A strong work ethic • The ability to work under pressure • An understanding of the effective use of confidential and sensitive data. Methodical and analytical approach to work, with ability to correlate and develop accurate and concise material. Strong communication skills required, to promote collaborative working within the team and to effectively communicate with internal and external stakeholders. Attention to detail and ability to record information accurately with minimum supervision. Ability to make effective decisions.	Knowledge / understanding of Data Protection (Jersey) Law
Experience *This is the proven record of experience and achievement in a field, profession or specialism.* *This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-*	Appropriate experience within the finance industry or financial crime investigation. Must be able to work in a confidential manner at all times with the ability to work to a high standard with minimum supervision. Reliability, discretion and trustworthiness are required, as the post holder will have constant access to classified material and personal records. An awareness of data protection issues is essential.	Experience working as a MLRO/DMLRO; or working in a compliance risk or governance role; or within a financial crime team.

qualification experience).	Teamwork skills, willingness and ability to assist others are essential. Practical relevant work experience in a research based role. Ability to plan and organise own day work/schedules. Continually prioritise work and tasks to ensure deadlines are met. Accuracy and attention to detail, coupled with the ability to spot errors and use a common-sense approach to managing own work load and priorities.	
Criteria relating to Safeguarding *Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.*	The role will involve exposure to unsavoury, confidential and sensitive issues where the careful and effective handling of such matters is essential.	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.