



The Financial Intelligence Agency of the Turks and Caicos Islands is inviting applications for the following:

APPLICATION DEADLINE: Monday 25th November 2024

Applications not accompanied by all required supporting documents, and applications received after the deadline may not be processed. This is a contract position. Only shortlisted applicants will be contacted.

The Financial Intelligence Agency of the Turks and Caicos Islands (FIA-TCI) is a key competent authority within the Turks and Caicos Islands Anti-Money Laundering, Counter Financing of Terrorism and Counter Proliferation Financing (AML/CFT/CPF) regime. Its main functions are to receive, analyse, and disseminate financial intelligence to aid in the identification, investigation and prosecution of persons involved in money laundering, terrorist and proliferation financing, and associated predicate crimes.

POSITION: Business Operations Manager.
LOCATION: Providenciales, Turks and Caicos Islands.
SALARY: USD54,670.00 - 60,345.00 per annum (subject to qualifications and experience).

Job Summary:

The post holder will be responsible for effective and efficient office administrative functions of the FIA, the Board of Directors and maintenance of the Agency's finances. The Business Operations Manager (BOM) will conduct his/her duties with high professional standards, integrity, and confidentiality. Honesty, transparency and integrity are key attributes of the BOM's character. The BOM will conduct his/her functions in accordance with TCI laws, FIA policies and guidelines. The BOM may be required to carry out other duties as may be required within the scope of the administrative functions of the FIA.

Requirements and Qualifications:

- Undergraduate degree in accounting, finance or related field with at least 5 years' experience in office administration.
- Prior experience as a senior administrative or business operations manager is a plus.
- Experience in the preparation, recording, presentation and explanation of budget, payroll, expense and accounting reports, including monthly and quarterly accounts including profit and loss, balance sheet, accounts payable and receivables, cash flow and variance reports. Ensuring that these are done in accordance with accounting standards and the TCIG prescribed formats.
- Efficient preparation of papers and minutes for a Board of Directors, and logistical preparations for board meetings.
- Office management- includes reception and recording of visitor movements, timely notification to relevant persons of maintenance issues, ensuring adequate office supplies and inventories are procured, maintained and recorded.
- Supervision of administrative/secretarial or clerical staff.
- Proficiency in the use of QuickBooks.
- Proficiency in the use of Microsoft Office Suite - Word, Excel, Power Point, and Outlook.
- Valid TCI driver's license.

To apply please comply and submit:

1. Application cover letter stating how you meet the job and qualification requirements for the post;
2. Copy of updated Curriculum Vitae including your contact details;
3. Two recent reference letters with a date (no older than 6 months); one of which must be from a person who can speak to your competencies and professional capacity for the job;
4. Copies of relevant qualifications;
5. Copy of passport Bio page; and
6. A Police certificate of character no older than 6 months.

Applications along with copies of your CV and supporting documents are to be submitted electronically to hr@fia.tc by the deadline. Only applicants with the legal, unrestricted right to work in the Turks and Caicos Islands need apply. Shortlisted applicants will be subject to a vetting process. Only shortlisted applicants will be contacted.