



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

**APPLICATION DEADLINE: Monday 3<sup>rd</sup> March 2025**

Applications not accompanied by all required supporting documents and applications received after the deadline will 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 and prosecution of persons involved in Money Laundering, Terrorist and Proliferation Financing, and predicate crimes.

**POSITION:** Financial Intelligence/ Information Technology Officer (FI/ITO)  
**LOCATION:** Providenciales, Turks and Caicos Islands.  
**SALARY:** USD64,985.00 – 71,732.00 per annum, plus allowances (subject to qualifications and experience).

#### **JOB SUMMARY:**

The Financial Intelligence/ Information Technology Officer will be responsible for the receipt, analysis and dissemination of confidential information received through disclosures of financial information reported via Suspicious Activity/ Transaction Reports (SARs/STRs) related to Money Laundering (ML), Terrorist Financing (TF) and connected crimes. The FI/ITO will ensure the accuracy and validity of information as well as create new and develop existing case files, maintain and update intelligence and cases on the computer database and other FIA databases, and will create reports for review by supervisors. Additionally, the FI/ITO will provide Information Technology and network system administration, maintenance and support. This work will be conducted with emphasis on high professional standards, integrity, confidentiality, and good conduct. The FI/ITO may be required to carry out other duties within the scope of the operational functions of the FIA.

#### **Requirements and Qualifications:**

- Certified or trained as a Financial Intelligence Officer (FIO) with and undergraduate degree in IT, law enforcement discipline or related field; OR Certification as a financial intelligence officer and computer/ systems administrator with at least 4 years' experience.
- Experience in an investigative/ intelligence role or similar environment while conducting IT network and systems administration and support to private or public sector agencies.
- Experience in the preparation, recording, presentation and explanation of information and data in the form of reports relating to money laundering, terrorist financing, proliferation financing and connected crimes.
- Demonstrate experience in interacting and liaising with national and international agencies and colleagues, through various forms of correspondence regarding ML/TF and IT matters.
- Proficiency in the use and administration of Microsoft Office Suite – Outlook, Word, Excel and Power Point.
- Must be able to maintain a professional approach within a highly demanding working environment that may present fluctuating work demands and very tight deadlines.
- Prior experience in a Financial Intelligence Unit/ law enforcement agency, proficiency in use of iBase and i2 are assets.

#### **To apply please comply and submit:**

1. Application cover letter indicating position applied for stating how you meet the job requirements and qualifications;
2. Copy of updated Curriculum Vitae including your contact details;
3. Two recent, dated reference letters (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 your CV and supporting documents are to be submitted electronically to [hr@fia.tc](mailto:hr@fia.tc) by the deadline. Turks and Caicos Islander applicants should also forward copies of their applications to the Labour Board. Your application for this post signals your agreement to be subject to a vetting process. Only shortlisted applicants will be contacted.