



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

APPLICATION DEADLINE: Monday 13th April 2026

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: Financial Intelligence Junior Analyst (Analyst III)
LOCATION: Providenciales, Turks and Caicos Islands.
SALARY: Grade 6. USD45,992.00, plus allowance (subject to qualifications and experience).

Job Summary: The post holder 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) and other disclosures related to Anti Money Laundering, Combating the Financing of Terrorism, Counter Proliferation Financing (AML/CFT/CPF) and connected crimes. The Financial Intelligence Junior Analyst (Analyst III) will ensure the accuracy and validity of the information as well as create new and develop existing case files, maintain and update records and cases, update the computer database and other FIA databases and will create intelligence, analysis and other reports for review by the Head Analyst, the Deputy Director and the Director. With an emphasis on high professional standards, integrity, confidentiality, professionalism and deportment, conduct analysis into the financial circumstances of those involved in criminal or suspected money laundering, terrorist financing, proliferation financing and connected activity.

Requirements and Qualifications:

- Associates degree or Diploma in Finance, Criminology, Economic Crime, Economics, Social Science discipline or a related field with AML/CFT/CPF related certification.
- Experience in the preparation, recording, presentation and explanation of quality intelligence reports;
- Basic understanding of various financial and non-financial services and products, their legal structures and potential connections to

POSITION: Administrative Officer
LOCATION: Providenciales, Turks and Caicos Islands.
SALARY: Grade 4. USD37,748.00

Job Summary: The post holder will be responsible for effective and efficient office operations of the FIA, administrative and secretarial services to the Board of Directors, and bookkeeping of the Agency's finances. With an emphasis on high professional standards, integrity, confidentiality, trustworthiness, and deportment, carry out his/her functions in accordance with TCI laws, FIA guidelines and policies.

Requirements and Qualifications:

- An associated degree or diploma in accounting or finance with at least 1 years' experience in office administration.
- Experience in the preparation, recording, presentation and explanation of budget, expense and accounting reports.
- Experience in dealing and liaising with public, external agencies and internal colleagues, particularly by telephone and email.
- Demonstrates the ability to present and disseminate information in a positive and confident manner.
- Proficiency in the use of Microsoft Office Suite - Word, Excel, Power Point, and working knowledge of QuickBooks.
- Use of office equipment – Printer, scanner, telephones (intercoms), projector.
- Good communication skills both written and verbal, suitable for a professional office environment.
- Strong organizational and secretarial skills.

Other Duties:

- The post holder may be required to carry out other duties as may be required within the scope of the administrative functions of the FIA.

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| <p>money laundering, terrorist financing, proliferation financing and predicate offences;</p> <ul style="list-style-type: none"> ▪ Basic understanding of the TCI's AML/CFT/CPF legislative framework; ▪ Advanced proficiency using Microsoft Office Suite - Word, Excel, PowerPoint. ▪ Must be able to maintain a professional approach in a dynamic working environment that may present fluctuating work demands and tight deadlines; ▪ Willingness and passion to develop and enhance knowledge and skills in the AML/CFT/CPF financial intelligence analysis field; ▪ Experience in case file management and intelligence led investigations is a plus; ▪ Previous work experience in a FIU, and skills in the use of analyst software such as IBM iBase, i2 and Altia is a plus.)). <p>Other Duties:</p> <ul style="list-style-type: none"> ▪ The post holder may be required to carry out other duties as may be required by the Director for the proper functioning and operation of the FIA from time to time. ▪ The post holder may be required to drive the FIA's vehicle in the conduct of his/her duties. | <ul style="list-style-type: none"> ▪ The post holder may be required to act as the Business Operations Manager in his/her absence. ▪ The job entails use of the FIA's vehicle to run errands, make deliveries, collect documents, parcels and supplies which may require some light lifting. <p style="text-align: center;">Application Process</p> <p>To apply please comply and submit (*failure to comply with the following may impact your ability to be shortlisted):</p> <ol style="list-style-type: none"> 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 the letters must be from a person who can speak to your competencies and professional capacity for the job; 4. Copies of relevant qualifications for the job; 5. Copy of passport Bio page; and 6. A Police certificate of character no older than 6 months. <p>Applications along with copies of your CV and supporting documents are to be submitted electronically to hr@fia.tc by the application deadline. By applying for this post shortlisted applicants agree to be subject to a vetting process including background checks with the police.</p> <p style="text-align: center;"><u>Only Turks and Caicos Islanders need apply. Only shortlisted applicants will be contacted.</u></p> |
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