

ROYAL CAYMAN ISLANDS POLICE SERVICE

Headquarters
Royal Bank of Canada Building, 4th Floor
24 Shedden Road
George Town



RCIPS



JOB DESCRIPTION

JOB TITLE: Financial Investigation Specialist (Police or Civilian)
GRADE: M
SALARY RANGE: CI\$43,812 - CI\$58,920 per annum
REPORTS TO: Bureau Manager, Cayman Islands Bureau of Financial Investigations (CIBFI).

1. JOB PURPOSE

To provide the Royal Cayman Islands Police Service (RCIPS), through the now established Cayman Islands Bureau of Financial Investigations (CIBFI), with an effective proactive, professional, financial investigative service tailored to meet the requirements and standards set by the Financial Action Task Force (FATF) in relation to the combat of international money laundering and counter terrorist financing.

The post holder will play a vital role within CIBFI's strategic and operational plan which will be utilised to ensure the restriction and prevention of all aspects of complex cross-border financial crime.

2. RANGE OF RESPONSIBILITIES

The role of Financial Investigation Specialist is part of CIBFI's team of specialist roles charged with proactively developing financial intelligence from a wide range of sources, for the purpose of initiating complex cross-border economic crime investigations, with a view to achieving either a criminal justice or non-conviction-based asset forfeiture outcome. CIBFI's remit centers around its function as the primary law enforcement arm of the response to the recognised threat to the Cayman Islands, regarding international money laundering and terrorist financing. It has both an operational and non-operational remit, in line with its domestic law enforcement responsibilities, as well as its contribution to the natural threat response.

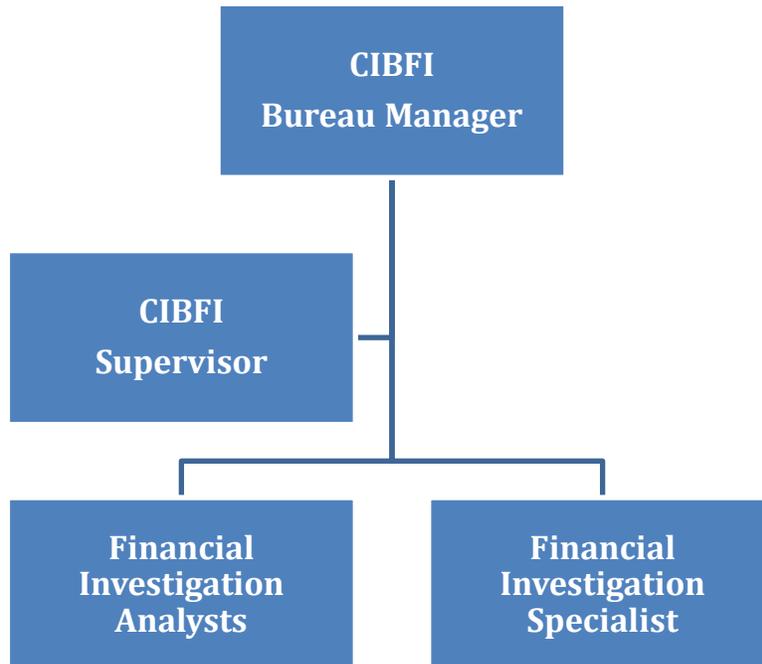
The post holder will also be responsible for working with domestic and international partners to achieve the identification of the proceeds of crime, trace assets and initiate asset confiscation measures in an attempt to disrupt transnational networks.

3. PRINCIPAL ACCOUNTABILITIES

The post holder will be responsible for undertaking:

- I. Investigations (75%)
 - i. Complex, multi-jurisdictional economic crime investigations, with an emphasis on money laundering;
 - ii. Countering the Financing of Terrorism (CFT) investigations;
 - iii. Targeted Financial Sanctions investigations;
 - iv. Seizure, confiscation and recovery of criminal assets;
 - v. Obtaining court orders and warrants in accordance with appropriate legislation and policy as required;
 - vi. Execution of all incoming Mutual Legal Assistance Treaty (MLAT) requests;
 - vii. Drafting of outgoing MLAT and informal requests for submission to the relevant competent authorities;
 - viii. Assist domestic and international partners with informal or 'law enforcement agency to law enforcement agency' enquiries and requests;
 - ix. Evaluation, development and appropriate dissemination of financial intelligence in respect of domestic and international sources which may be sensitive or non-sensitive in nature; and
 - x. Stakeholder engagement, outreach and awareness.
- II. Communication (15%)
 - i. Regular briefings to senior management to enable mitigation of operational risk and effective deployment of resources;
 - ii. Engagement with assigned Crown Counsel to ensure efficient progression of investigations and submission of appropriate case files for review and ruling; and
 - iii. Attend multi-agency case conferences/meetings as a representative of the organisation.
- III. Continuous Improvement (5%)
 - i. Assess intelligence received against departmental goals conducting further inquiries when required to maximize intelligence value and facilitate progression;
 - ii. Assist in the implementation of new policies and/or procedures in line with the departmental obligations and remit; and
 - iii. Continuously apply best practices and up-to-date methodologies to facilitate efficiency, effectiveness and continuous improvement of the CIBFI and the wider RCIPS.
- IV. Other (5%)
 - i. Perform any other duties in line with the role and grade as reasonably requested by line management.

4. ORGANIZATIONAL CHART



5. BACKGROUND INFORMATION

The Royal Cayman Islands Police Service (RCIPS) is the primary law enforcement agency in the British overseas territory of the Cayman Islands and serves all three of the islands: Grand Cayman, Cayman Brac and Little Cayman. Demographically, the estimated population of the Cayman Islands is circa 65,000, representing a mix of more than 100 nationalities. The vast majority of people reside on Grand Cayman with Cayman Brac being the second most populated island with appx. 2,000 residents, followed by Little Cayman with appx. 200 permanent residents.

Against this backdrop, the RCIPS deals with more than 27,000 calls for assistance every year as well as proactively patrolling the streets 24-hours a day, seven days a week.

The mission of the RCIPS is to make the Cayman Islands a peaceful place to live, a safe place to visit and a secure place to maintain an international financial centre for both residents and visitors. As part of that mission the CIBFI's primary objective is to:

Provide an effective financial crime investigation service in accordance with international standards, as prescribed by the Financial Action Taskforce (FATF), in order that the Cayman Islands can be considered as a safe and ethical place in which to invest or undertake financial business.

6. KNOWLEDGE, EXPERIENCE AND SKILLS

The post holder **must** possess:

- I. Currently or have recently (within the last 3 years) possessed a recognised financial investigation accreditation or equivalent AML compliance qualification;
- II. A minimum of four (4) years' experience in a fraud risk management, financial investigations in law enforcement or an associated Financial Regulatory Body environment; and
- III. Sound knowledge of International Money Laundering and Terrorism Financing legislation.

In addition, the post holder will be required to demonstrate:

- I. The ability to effectively assess material for potential complex cross-border financial investigation, making the necessary recommendations to senior management and set appropriate operational objectives in line with the risk profile of the jurisdiction;
- II. Comprehensive knowledge of the international AML/CTF Financial Action Task Force recommendations;
- III. Understanding of relevant laws, regulations, precedents and legal law enforcement codes;
- IV. The ability to handle sensitive and non-sensitive intelligence and investigative material appropriately with a good working knowledge of disclosure obligations;
- V. Awareness of the operations of the Cayman Islands Government, its personnel, processes and systems; and
- VI. Experience using Microsoft Office applications, including Outlook, Word, Excel and Power Point.

7. COMPETENCIES

I. Building Capabilities

- I. Understand individual role and responsibilities and the impact on customer service, the CIBFI and wider RCIPS;
- II. Proactively engage in discussions about developmental needs and actively participate in agreed learning activities;
- III. Remain up-to-date in area of specialty, readily sharing knowledge and experience to build understanding, encouraging others to do the same; and
- IV. Demonstrate performance improvements directly related to learning and development undertaken.

II. Delivering Results

- I. Act professionally, focusing on delivering services and outcomes at all times;
- II. Consistently achieve established quality and timeliness standards;

- III. Manage performance, ensuring achievement of responsibilities communicating progress and feedback as necessary;
- IV. Anticipate challenges proactively proposing alternative solutions for improvement of service delivery; and
- V. Understand customer needs and facilitate requests as required.

III. Working Together

- I. Understand team roles and responsibilities, accepting individual deliverables and actively working with other team members to achieve departmental goals;
- II. Respect and value others, through cooperation and building of relationships;
- III. Collaborate and support colleagues where appropriate; and
- IV. Communicate effectively seeking clarity when necessary.

8. ASSIGNMENT AND PLANNING OF WORK

The post holder will be responsible for effective planning and organising of their own work as it relates to the day-to-day functions and operations. All assignments will be within the nature, scope and remit of the CIBFI. The post holder will be expected to provide appropriate briefings and feedback to management and stakeholders regarding operational progress as required.

9. SUPERVISION OF OTHERS

The Financial Investigation Specialist has no direct supervisory responsibility. However, the postholder should be prepared to undertake mentoring and supervisory responsibilities should they be required.

10. OTHER WORKING RELATIONSHIPS

The Financial Investigation Specialist is required to establish effective working relationships with internal and external stakeholders (domestic and international) with integrity, objectivity, competence and due professional care at all times.

11. DECISION MAKING AUTHORITY AND CONTROLS

The Financial Investigation Specialist will be required to exercise professional judgement in the planning and execution of their assigned duties, or as tasked by senior management, within the guidelines of the Police Law and Regulations, International Money Laundering and Terrorism Financing legislation, Personnel Regulations, the Public Service Management Law, Portfolio of the Civil Service's policies and procedures, and in determining when to escalate matters.

12. KEY FEATURES

The position will have urgent as well as regular demands, requiring the postholder to be flexible in order to manage multiple projects and adjust to changing priorities to ensure delivery of high

quality, technical work, whilst adhering to professional standards, timescales and budgetary constraints.

13. WORKING CONDITIONS

The demanding, multitasking environment will require the postholder to be adaptable to change. The nature of the work will bring the postholder into regular contact with highly pressured, highly sensitive and complex matters requiring coordination with both domestic and international partners.

AGREED BY:

Post Holder: _____ Date: _____

Commissioner: _____ Date: _____