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# Example of Investigations Analyst Job Description

Our growing company is looking for an investigations analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for investigations analyst

* Recommend course of action including preparing Suspicious Transaction Reports to be submitted to FINTRAC
* Maintain a paper-based and electronic file that clearly documents actions taken and supports recommendations made
* Perform an analysis of information in respect to client holdings and transactional activity in order to assess and interpret the potential risks associated with clients
* Make recommendations regarding high risk relationships and the appropriate level of monitoring to subject these relationships to
* Direct the business to obtain additional or updated information in respect of clients in order to ensure that the clients’ activities are adequately monitored and reviewed
* Track information received from the business (or not yet received from the business) and follow-up with the business accordingly
* Investigating potential violations and compiling case files containing supporting documentation to validate if a policy breach has occurred
* Issue violation notices to employees and tracking violation issuances for reporting purposes
* Maintaining standard operating procedures and undertaking quality controls to evidence process error rates
* Support the creation of Internal, External and Ad-hoc reports, based off the PAD strategic platform or per a pre-defined reporting calendar

## Qualifications for investigations analyst

* Manage and maintain storage requirements for several electronic storage servers
* Facilitate technology system upgrades and participate in analyzing new tools and other technical changes
* Support Corporate Security with the life cycle management of all electronic evidence
* Manage and administer physical access and respond to access control monitoring alerts for the secure forensic room
* Manage ServiceNow requests for ITF&I and other CS groups, as needed
* Perform eCIF inquiries