



Example of Financial Intelligence Unit Job Description

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Our company is growing rapidly and is hiring for a financial intelligence unit. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for financial intelligence unit

- Evaluates completed and draft SARs to ensure that they meet FinCEN/FFIEC requirements and ensures that the Bank's internal policies and procedures are adhered to
- Communicates any errors or discrepancies found to the appropriate individuals and ensures that corrective action is taken
- Where required attend committee meetings in liaison with the Head of Investigations
- On behalf of the Head of Investigations has responsibility of ensuring that Team members have the knowledge, right skill sets, competencies, training and resources to best achieve the team goals
- In conjunction with the Head of Investigations, proactively develops and maintains a network of internal partners and external peers in the industry, law enforcement and other relevant partners to support investigation requirements and to ensure the FIU is aware of current threats, opportunities and best practice in the industry
- Develop, implement and administer financial intelligence capabilities for compliance with Bank Secrecy Act/Anti-Money Laundering (BSA/AML) and Office of Foreign Assets Control (OFAC) programs
- Develop, manage and strengthen a team of professionals who perform reviews and investigations in connection with the onboarding of new clients for OFAC, CIP, and negative news, other risk based issues
- Manage and track the resolution of self-identified issues, issues identified by regulators, corporate audit, compliance testing programs and third-party assessments

- Developing sustainable reporting processes, reviewing existing processes, and maintaining supporting documentation of methodologies

Qualifications for financial intelligence unit

- A minimum of 5-8 years' experience working in a regulatory, compliance or quality assurance capacity within a financial institution setting
- Change Leadership (Developed)
- Environmental Understanding (Developed)
- Resource Planning (Developed)
- A minimum of 2 years of post-secondary education
- Relevant work experience equal to 2 years