



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>AML DATA ANALYST – AML/CFT SUPERVISION DIVISION</b>
<b>JOB GRADE:</b>	<b>MANAGER</b>
<b>REPORTS TO:</b>	<b>MANAGER (POLICY AND LEGISLATION SPECIALIST) – AML/CFT SUPERVISION DIVISION</b>
<b>DIVISION:</b>	<b>AML/CFT SUPERVISION DIVISION</b>
<b>PURPOSE OF THE JOB:</b>	
<p>To contribute to the effective supervision of compliance with the Island’s Anti-Money Laundering (AML), Counter-Terrorist Financing (CTF) and Countering Proliferation Financing (CFP) framework through conducting rigorous data analysis, identifying trends, patterns, and anomalies, and providing actionable insights to support the Authority's risk-based supervisory framework. This role involves utilising advanced data analytics techniques to enhance the detection and prevention of financial crime, ensuring the integrity and stability of the Isle of Man's financial system in accordance with international standards and local legislation.</p>	
<b>KEY ACCOUNTABILITIES:</b>	
<p>Specific responsibilities include:</p> <ul style="list-style-type: none"><li>• <b>Data Analysis and Trend Identification:</b><ul style="list-style-type: none"><li>○ Conduct in-depth analysis of large datasets to identify patterns, trends, and anomalies indicative of higher risk money laundering, terrorist financing, or proliferation financing factors.</li><li>○ Develop and implement data analytics methodologies to enhance the detection of suspicious transactions and behaviours.</li><li>○ Utilise statistical tools and techniques to assess risk levels and identify high-risk entities or transactions.</li><li>○ Collaborate with subject matter experts to develop datasets.</li></ul></li><li>• <b>Regulatory Compliance and Reporting:</b><ul style="list-style-type: none"><li>○ Assist in the monitoring of financial institutions' compliance with AML/CFT/CFP obligations and reporting requirements.</li><li>○ Generate reports and outputs to communicate key findings and insights to relevant stakeholders.</li><li>○ Contribute to the development and maintenance of data-driven risk assessment models.</li></ul></li></ul>	



- Collaborating with other teams within the Authority to assess stakeholder needs and goals, to document the requirements, and devise appropriate data strategies.
- Ensure internal systems and procedures are adhered to.
- Take accountability for own work through effective time management, maintaining high standards and seeing tasks through to the end.
- Comply with the requirements set out in the Staff Handbook and other operational policy and procedures issued by the Authority.
- Work on special ad-hoc projects as identified.
- Set an example to staff to develop and maintain a positive professional culture within the Authority.
- Demonstrate values and behaviours for the grade in-line with the Authority's Values and Behaviours Framework.

Last Updated: April 2025

Next Review Date: April 2026

### Rewards and benefits package

The post is full time, 37 hours per week and will be remunerated in accordance with qualifications and experience.

- A competitive salary – the post is within the Manager band of the Authority's pay scale – £38,500 - £63,500 per annum.
- Defined benefit pension scheme with a staff contribution of 7.5% and Authority contribution of 15%.
- Death in service benefit (3 times pensionable pay).
- 25 days holiday (rising to 28 days after a qualifying period).
- Flexible working scheme – up to 10 days can be accrued each year.



**PERSON SPECIFICATION**

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<b>DIVISION:</b>	<b>AML/CFT SUPERVISION DIVISION</b>		
<b>ATTRIBUTES</b>	<b>ESSENTIAL OR DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>	
<b>Qualifications</b>			
Hold, or be willing to work towards, a professional qualification relevant to the role.	Essential	Application/ CV/Interview	
Evidence of Continual Professional Development.	Essential	Application/ CV/Interview	
<b>Experience</b>			
Relevant industry experience in an operational, compliance, assurance, risk or audit role.	Desirable	Application/CV	
Experience working with statistical reporting platforms and databases and a willingness to learn and work with a range of IT applications.	Essential	Application/CV	
<b>Knowledge &amp; Skills</b>			
Demonstrates knowledge of the MONEYVAL/FATF Standards and Evaluation process including experience of on-site evaluations.	Desirable	Interview	
Strong analytical skills, ability to quickly and accurately assimilate information, to consider any associated risks and to summarise the information effectively.	Essential	Interview	
Ability to assist in preparing and conducting meetings with stakeholders both internally and externally.	Essential	Interview	
Ability to work under pressure, manage a workload	Essential	Interview	



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of varied complexity, to manage competing priorities and to deliver against deadlines.		
Demonstrates effective interpersonal, verbal and written communication skills.	Essential	Application/ CV/Interview
Ability to work on their own initiative as well as part of a team.	Essential	Interview
Proven ability to build and maintain working relationships with both internal and external stakeholders at all levels including the ability to influence and negotiate.	Essential	Interview
Experienced user of Microsoft Office suite.	Essential	Interview
Good understanding in relation to risk and risk frameworks including evaluating risks.	Essential	Interview