

INTEGRITY COMMISSION OF TRINIDAD AND TOGABO

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: FINANCIAL INVESTIGATOR

JOB SUMMARY:

The incumbent is required to conduct investigations into suspected corruption, fraudulent practices and breaches of the Integrity in Public Life Act and non-compliant declarants.

REPORT TO: Senior Investigator

DUTIES AND RESPONSIBILITIES:

- Conducts investigations, as allocated by the Senior Investigator, through effective use of investigation tools and methodologies and all other resources available.
- Conducts field enquiries.
- Conducts interviews with potential witnesses and the subjects of investigations.
- Analyses all materials collected and prepares investigative reports for the Senior Investigator.
- Liaises with agencies in the Public and Private Sectors.

KNOWLEDGE, SKILL AND ABILITIES:

- Experience in managing matters that are highly confidential and exercising standards of integrity.
- Good understanding of financial instruments and transactions including banking instruments, investment vehicles and instruments, cash flows, corporate structures, partnership arrangements, etc.
- Attention to detail is required to ensure accuracy and completeness of all investigative material.
- Sound knowledge of the Integrity in Public Life Act 2000 (as amended).
- Proficiency in Microsoft Office Suite.
- Needs to be goal oriented and self-driven.
- Must have strong moral values and work ethic.
- Uses innovative thinking to enhance the execution and analysis of all investigations.
- Attention to detail is required to ensure accuracy and completeness of all investigative material.
- Good display of analytical and organizational skills.
- Ability to work in a stressful situation.

MINIMUM EXPERIENCE AND TRAINING

- ACCA or a MSc in Accounting.
- Seven (7) years of experience in the auditing field and additional experience in financial investigations.