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## Terms of Reference

<b>Position Title</b>	Assistant Analyst
<b>Position Level</b>	PS4
<b>Location</b>	RMA Main Office, Thimphu
<b>Department</b>	Financial Intelligence Department
<b>Employment type</b>	Regular

## Key Duties & Responsibilities

1. Receive, review, and process STRs, CTRs, and other financial reports through BFIAS systems.
2. Support analysts in data gathering, entry, and organization of case files.
3. Conduct basic link analysis and data extraction from financial reports and open sources.
4. Assist in maintaining the division's intelligence databases and ensuring proper file management.
5. Provide administrative support for intelligence meetings, inter-agency coordination, and case management.
6. Draft simple summaries, charts, and visual aids to support analysis reports.
7. Support the preparation of inputs for NRA, SRA, and compliance reports.
8. Ensure adherence to security protocols in handling and storing intelligence documents.
9. Prepare intelligence reports for review and dissemination under supervision.
10. Draft responses to information requests from domestic and foreign agencies.
11. Maintain intelligence case files and contribute to the secure, searchable intelligence repository.
12. Support strategic analysis initiatives and contribute data and observations to trend studies.
13. Assist in the development of red flags indicators in collaboration with the Policy and Planning Division.

Qualification,  
experience,  
knowledge, Skills  
and Abilities

### Qualification

Bachelor's Degree in Finance/Business/Economics/Information Management.

### Experience:

Experience in financial analysis, business analyst, research, investigation, or data management will be an advantage.

### Knowledge and Skills and Abilities:

- Strong Knowledge of AML/CFT Standards.
- Excellent analytical and legal drafting skills.
- Excellent Verbal and written communication skills.
- Strong project management and team leadership abilities.
- Familiarity with international cooperation frameworks.
- Excellent in Microsoft office tools and databases
- Good understanding of blockchain technology.