

Job Specification

Job Title: FINANCIAL INVESTIGATIONS OFFICER

Grade: WY08

Job Evaluation Code:

Reporting to:

**Financial
Investigation
Team Leader**

Manager's Grade:

Location: Morley

Service Area: Trading Standards

Work style: Office Based

Overall Purpose of the Post:

Responsible for undertaking financial investigations under the Proceeds of Crime Act 2002 for a range of service areas and authorities.

Required to operate within the framework of the following:

Police and Criminal Evidence Act 1984

Regulation of Investigatory Powers Act 2000

Human Rights Act 1998

Theft act 1968 & 1978

Proceeds of Crime Act 2002

Anti-Terrorism Crime and Security Act 2001

Criminal Procedures and Investigations act 1996

Data Protection Act 1998

Fraud Act 2006
 Serious Crime Act 2015
 Criminal Justice Act 1988
 Other Trading Standards and regulatory services legislation.

| Requirements for the post. | | |
|---------------------------------------|--|--|
| | Essential | Desirable |
| Qualifications/ Training | <p>Educated to degree level or equivalent or able to demonstrate experience of working at that level</p> <p>Accredited Financial Investigator (Part 2 & 8 powers) with successful completion of PDP and a minimum of 2 years' experience.</p> | |
| Knowledge | <p>Demonstrate an understanding of the legislation pertinent to the role</p> <p>Demonstrate an ability to collate, evaluate, structure and process data to identify audit trails and profiles of offenders</p> <p>Proven communication skills, both written and verbal with the ability to influence and work in collaboration with others.</p> <p>Excellent numeracy skills and attention to detail</p> | <p>Awareness of court procedures and rules of disclosure</p> <p>Knowledge of confiscation enforcement protocols</p> |
| Experience | <p>Demonstrate the ability to conduct criminal and financial investigations into defendants who have benefited from their crimes</p> <p>Demonstrate the ability to undertake money laundering investigations</p> <p>Experience of working under pressure and must be able to prioritise and work to deadlines, showing adaptability and flexibility</p> <p>Experience of using Microsoft Office applications or equivalent, particularly Excel</p> | <p>Experience of planning and conducting interviews under caution.</p> <p>Experience of giving evidence in court</p> |
| Physical Skills | | |
| Competencies: | | |
| Focus on Customers and Clients | Ensures the customer receives the right service | |

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| | <p>Listens to customers and checks understanding of their requirements Takes action to meet the needs of customers Delivers the service in a friendly, professional and responsive manner Takes action and keeps customers informed of progress</p> | |
| <p>Team working & Partnership</p> | <p>Working co-operatively with others to achieve the agreed objectives Displays commitment to the team Treats people with respect and fairness Respects team decisions and displays commitment towards them Works cooperatively with other teams and partners to deliver services effectively</p> | |
| <p>Performing Your Role</p> | <p>Understands role and place within the organisation, takes responsibility for own development and achieving objectives Meets agreed standards of quality for the service Takes personal responsibility for achieving objectives Develops skills and knowledge and shares and learns from own and other's experiences Seeks guidance when appropriate</p> | |
| <p>Personal Effectiveness</p> | <p>Managing your workload effectively to achieve agreed levels of performance. Sets priorities and plans own workload, managing tasks effectively Makes decisions and takes responsibility for them Identifies own development needs and seeks learning opportunities</p> | |
| <p>Continuous Improvement</p> | <p>Considering ways of doing things better, and responding positively to change Contributes to and participates in implementing new ideas Encourages others to adapt to change</p> | |

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| <p>Decisive Problem Solving</p> | <p>Ensures that any improvements and changes to service delivery are sustained Positively promotes change to external customers, including other services</p> <p>Considers all information and makes decisions to achieve a successful outcome</p> <p>Takes personal responsibility for own decisions and actions Identifies problems and works to resolve them Knows when to refer a problem to someone else</p> | |
| <p>Technical Competencies</p> | <p>Accredited under the National Crime Agency (NCA) Financial Investigation qualification programme (Part 2 & 8 Powers)</p> <p>Demonstrate working knowledge of legislation impacting on the work of criminal and financial investigations Demonstrate an analytical approach to problem solving Proven experience in undertaking complex numerical, statistical analysis and investigation The ability to research and undertake complex reports to a legal standard Willingness to undertake DBS procedure Willingness to maintain NCA accreditation by completion of Continuing Personal Development</p> | |

Key Outcomes/ Activities

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

1. Provision of a high quality financial investigation service in accordance with legal requirements, standards, Council policies and procedures
2. Responsible for the financial investigation of suspected offenders in order to identify and confiscate criminally acquired assets.
3. Effective and efficient financial investigation service offered to both internal and external services with regards to improving the prevention, detection and investigations of crime
4. Development and maintenance of effective joint working with law enforcement partners both internal and external
5. Undertaking money laundering investigations as appropriate
6. Producing high quality witness statements, schedules of evidence and other reports required by courts and giving evidence at court as required.
7. Preparing and presenting applications to court for access to financial information and to restrain assets under POCA part 2 & 8 powers.
8. Liaison with other government departments, law enforcement agencies, legal teams and court officers as required, throughout the financial investigation process through to confiscation and enforcement.
9. Ensure the effective management of restraint orders working with legal teams and court officers
10. Planning and participating in premises searches in support of Proceeds of Crime cases and/or other criminality.
11. Achievement of individual performance work targets to assist in the overall achievements of Service objectives
12. Maintain a Continuing Personal Development Plan
13. The post holder's duties must at all times be carried out in compliance with the servicing Authority's Equal Opportunities Policy.
14. The post holder's duties must at all times be carried out in compliance with all employment, Data Protection and Freedom of Information legislation requirements, as detailed in the Employee Handbook.
15. Ensure the health and safety of all staff and resources within the post-holder's area of responsibility, i.e. delegated responsibility in relation to the nature of the post holder's duties and personal responsibilities as per Sections 7 and 8 of the Health and Safety at Work Act 1974. These include the provision of protective clothing, Health and Safety Instruction etc.
16. Such other duties at a comparable level of responsibility relating to the work of the Division as may be required.

Responsibility for Resources

Maintaining database and other financial investigation related information

Supervision: None

Financial: None

Physical: None

Customers and Clients:

West Yorkshire residents and vulnerable communities, businesses, partner agencies, funding bodies and other key stakeholders

Internal Contacts:

Members of the Joint Services Committee, Strategic Leadership Team, service managers, team leaders and other employees

External Contacts:

Local authority and partner colleagues – community safety, public health, housing, environmental health, West Yorkshire Police, West Yorkshire Fire & Rescue Service, Voluntary and Community Sector Organisations, volunteers, business and local media, Elected Members and MPs

Working Conditions:

This is predominately an office based role. However occasional attendance at internal/ external meetings, court hearings and operational search warrants will be required. The appropriate training and equipment will be provided by the organisation as required.

Characteristics of the post:

The employment checks required are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

Date completed: 2/11/2016