



Job Description

Accredited Financial Investigator

Post Number:	XS229
Grade /Scale:	32 (SCP 29-32. Progression to SCP31 dependent on accreditation to use Part 2 Powers under Proceeds of Crime Act 2002)
Weekly Hours:	37
Department:	Fraud and PECT Units
Location Work Base:	EMSOU/ Agile working permitted
Status:	Established
Responsible To:	DS/ Team Leader
Contacts:	Members of the public, officers and staff employees of UK law enforcement agencies, employees of the criminal justice system, financial institutions, employees of government agencies
Other:	Suitable for job share/ part time
Equality and Diversity:	Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.

Person Specification

Knowledge, Skills & Abilities

Essential Criteria

A clear definition of the necessary criteria.

Knowledge/ Education (including qualifications):

- To be or have previously been a NCA accredited Financial Investigator under the Proceeds of Crime Act 2002 (Part 8) and undertake all CPD activities to maintain the accreditation
- To hold or have previously held Proceeds of Crime Act 2002 part 2 Powers or be willing to attain accreditation and undertake CPD activities to maintain the accreditation

Work Experience:

- Proven experience of investigating complex crime particularly regarding offences of money laundering and civil cash seizure, have knowledge of asset confiscation and experience of preparation of prosecution files, exhibit handling and disclosure of material

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- Knowledge of legislation and procedure associated with serious and organised crime investigation including PACE, CPIA, RIPA, Data Protection Act and The National Intelligence Model
- Proven experience of interviewing both witnesses and suspects
- Experience of financial intelligence submissions. Experience and awareness of intelligence gathering, dissemination, collation, and handling
- Experience of preparing evidence for court
- Ability to write concise reports, criminal files and civil files which are comprehensive and accurate containing detail and evidence to a high standard
- Awareness of current crime patterns and trends both locally and nationally and highlight how Financial Investigation can assist in any investigation
- To be PIP 1 accredited or willing to achieve PIP 1 accreditation within the first 3 years.

Personal/Interpersonal Skills, Aptitudes:

- Able to work both as part of a team or alone with the minimum of supervision and a high level of motivation.
- Able to deal successfully with confrontational situations. To have a flexible approach to the changing demands of the role.
- Experience in a role that required managing a high workload and prioritising work to meet deadlines, to be highly motivated and take personal responsibility for own actions, resolving challenges that arrived and make considered and operationally appropriate decisions.
- Show respect for race and diversity, and the acknowledgement of other people's views and beliefs.

Special Skills:

- Must hold a full current valid driving licence, be willing to undertake and pass a force test to use force fleet vehicles and have a car available for work purposes*
- Must hold a current valid passport to facilitate travel between the UK and other countries.

Other:

- Must be willing to submit to random drug and alcohol testing
- Must be able to attain and maintain SC and MV vetting level

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Desirable Criteria

Where available, elements that contribute to improved / immediate performance in the job.

Knowledge/Education (including qualifications):

- To hold Part 2, 5 and 8 Proceeds of Crime Act 2002 powers
- To be PIP 2 qualified or prepared to attain PIP 2 accreditation within 3 years

Work Experience:

- Demonstrate knowledge of covert law enforcement techniques. Demonstrate knowledge of Hi-Tech computer crime support.
- Have a good practical knowledge of accountancy, bookkeeping, company law, financial institutions and regulating bodies.
- To be able analyse large volumes of financial information to come to a meaningful conclusion to further investigations.
- Demonstrate experience of interacting with other agencies and organisations and developing and maintaining professional relationships e.g. the CPS, Court Services and GAIN agencies.

Personal / Interpersonal Skills, Aptitudes:

- To have experience and awareness of current financial investigation and auditing techniques.
- To have experience and awareness of current intelligence gathering and targeting techniques.
- Demonstrate experience of working in a confidential and sensitive environment.

Special Skills:

- Knowledge and Experience of interviewing under PACE

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Core Responsibilities/ Accountabilities**Operational:**

- Plan financial investigations – act as ‘officer in the case’ gather intelligence and evidence about a specific policing problem, ensuring that it is conducted thoroughly, expeditiously, and ethically.
- To be responsible for the financial investigation of suspects to identify criminally obtained assets, to conduct confiscation investigations with the aim of obtaining confiscation orders and orders to compensate the victims of crime
- To obtain and police restraint orders where appropriate in conjunction with advice from lawyers. Utilise legislation to seize and subsequently forfeit criminally obtained assets.
- Obtain and assist in execution of search warrants as per PACE and the Proceeds of Crime Act.
- Ensure search and seizure of evidence is conducted in accordance with authorised warrant and Police protocol. Liaise with other government departments and law enforcement agencies both in the UK and abroad.

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- To utilise international gateways for obtaining financial intelligence and evidence from abroad.
- To maintain close liaison with the NCA, UKBA, HMRC, forces both within and outside the region, financial institutions and outside agencies involved with financial investigation.
- To provide specialist support to major investigations in relation to financial enquiries. To keep abreast of legislation and developments relating to financial investigation.
- Giving oral and written briefings to senior officers or others with an interest in the investigation.
- To investigate money laundering issues including disclosures made by financial institutions under the relevant acts.
- Conduct investigations within the terms of relevant legislation and policies.
- Prepare and obtain Production Orders, Restraint Orders, Detention and Forfeiture orders, Account Monitoring orders, orders for the confiscation process.
- Analyse financial accounts and other material to identify lines of enquiry, criminal benefit, and assets.
- Produce witness statements in support of court applications.
- Compile inventories to contribute to the disclosure process in line with the obligations under the Criminal Procedure and Investigations Act 1996.
- Liaise with criminal case teams, including attendance at case conferences and providing progress reports. To be responsible for ensuring all court deadlines are adhered to.
- To be responsible for identifying people or institutions such as banks, accountants, solicitors, courts etc holding relevant material, determine which legislation is necessary to obtain and prepare necessary documentation for obtaining relevant court orders under that legislation.
- Maintain an up to date working knowledge of the law, practices, and procedures in relation to financial institutions including the operation of bank and building society accounts, pension schemes, trusts, insurance and other financial accounts and investments. And provide a centre of financial expertise within the region.
- Use intelligence to support the achievement of objectives. Ensure that intelligence is used ethically and in accordance with the relevant legislation, policies, protocols and codes and practice.
- Disseminate intelligence in the appropriate manner, to relevant organisations, departments and/ or individuals, whilst maintaining the required confidentiality, sensitivity, and duty of care.
- Interview suspects and witnesses in accordance with the legislation and the 'Practical Guide to investigative interviewing'.
- Attend court and give evidence in accordance with legislation.

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- To assist legal staff with the enforcement of confiscation orders when required.
 - Where necessary to utilise those aspects of the law, and carry out the duties, as authorised by the Police Reform Act 2002, and specifically designated by the Chief Constable, as being suitable for enforcement by Financial Investigators, by way of:
 - (a) Applying for search warrants under PACE (Section 209)
 - (b) Obtaining access to confidential material under Section 9 PACE (Section 210)
 - (c) Utilising Section 18 powers to enter and search premises (Section 211)
 - (d) Utilising Section 19 powers when lawfully on premises including the production of electronically stored material (Section 212)
 - (e) Acting as supervisor to any seized material instead of a Constable (Section 213)
 - (g) Using special warnings during interviews (Section 216)
 - (h) Using powers under Part 2 of The Criminal Justice and Police Act 2001, to move seized material elsewhere for sifting, subject to safeguards (Section 217)
- Application of the powers listed at 1.12 (a) to (h) will be subject to successful completion of appropriate training and relevant risk assessment.

Administration:

- Provide specialist advice and knowledge to colleagues, partners and other individuals and agencies where specialist financial investigation is required, including the provision of guidance concerning the preparation and presentation of papers in respect of court applications and the use of financial investigation techniques.
- Provide specialist advice to colleagues and legal teams in respect of maximising asset recovery and the confiscation regime both in relation to own confiscation investigations and others.
- Maintain standards of professional practice - Ensure your behaviour complies with the organisational values and organise your work effectively to meet the demands of your role.
- Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and organisations aims and objectives.
- Make the best use of technology in support of your role. Including the use of case management databases
- Complete administration procedures – ensure that all matters relating to the process of information are carried out in a prompt, efficient manner and in accordance with legislation, policy, and procedure.
- Professionally represent the department at both internal and external meetings and conferences. To safeguard all sensitive information and material encountered during employment

General:

- Promote equality, diversity, and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are

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treated fairly and contributing to developing equality of opportunity in working practices.

- Comply with Health and Safety legislation – Ensure that you show a duty of care and take appropriate action to comply with Health and Safety requirements at all times.
- Undertake Continual Professional Development to maintain financial accreditation.

Other:

- Applicants may be required to use their own vehicle for some duties, for which they will be paid a car user allowance.
- Although this post has a location within the Region, applicants must be flexible, as they may be required to work at various locations throughout the East Midlands dependant on operational necessity. At times the role will require the post-holder to work at locations outside the East Midlands region including conducting enquiries outside the UK jurisdiction.
- The post-holder will be required to be security cleared to SC and MV level. (If SC and MV clearance is not held at the time of appointment, the appointment will be subject to successful application of this level of clearance).
- This role has been designated as a 'High Risk Post' within the meaning of the Drug and Alcohol Misuse Policy. Successful applicants may be required to submit themselves for routine drug and alcohol testing.
- Whilst the post holder will be appointed specifically to this post, it may be necessary on occasion to carry out the same level of work in other sections requiring similar skills.
- To undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job. This role description should develop along with changing demands of policing reflected in Force objectives and priorities.

** Reasonable adjustments will be considered under the Equalities Act 2010.*

Personal Values /Competencies

The competency and values framework set out nationally recognised behaviours.

The framework has 6 Competencies – each competency can be split into 3 levels to fit around policing and non-policing roles see here: [Competency and Values framework](#)

We analyse critically
We are innovative and open-minded
We are emotionally aware
We take ownership
We are collaborative
We deliver, support, and inspire

All competencies are underpinned by 4 Values that should underpin everything that we do:

Integrity

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Impartiality Transparency Public Service
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Other

Security Check Levels refer to vetting for the specific levels that relate to this job role:

- 1) Management Vetting (MV)
 - 2) Security Check (SC)
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