



## **Job Description**

### Senior Criminal Finance Manager

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<b>Post Number:</b>	XS605
<b>Grade/Scale:</b>	PO43 (£46,437- £49,602)
<b>Weekly Hours:</b>	37 Hours (Full-time)
<b>Department:</b>	EMSOU Economic, Cyber Crime and Online
<b>Status:</b>	Established
<b>Responsible To:</b>	DCI Economic, Cyber Crime & Online Investigations
<b>Responsible For:</b>	DS/ Criminal Finance Manager within ACE, SARS, Civil Recovery, PECT
<b>Location/Work base:</b>	Various- Themis House, J27 or Regional Station.
<b>Contacts:</b>	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
<b>Suitable for Job Share/Part Time:</b>	Yes
<b>Job Role/Purpose:</b>	<p>To lead the Regional Economic Crime teams including the SARS, ACE, Civil Recovery, PROTECT and PECT to ensure that fraud and money laundering offences are targeted whilst also introducing innovative solutions to Protect victims and target offenders.</p> <p>Due to the nature of vetting clearance required for this role you must have 5 years continuous residency in the UK.</p>
<b>Health and Safety:</b>	To comply with the health and safety policy and its associated procedures and co-operate with your manager and the force to protect your health and safety and that of other people. To comply with the relevant risk assessments for your job role and report accidents, incidents and near misses.
<b>Equality and Diversity:</b>	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):

Educated to degree level or have equivalent professional qualification or experience.

Accredited Financial Investigator with Part 2, Part 5 and Part 8 powers – or be willing to attain.

Demonstrate a working knowledge and practical experience of the relevant law in relation to money laundering investigations and confiscation investigations, including the Proceeds of Crime Act 2002.

PIP 2 qualified.

#### **Work Experience:**

Demonstrate knowledge and experience of managing complex, serious and volume financial crime investigations as well as experience of developing and evaluating strategies to manage financial crime investigations.

Demonstrate the ability to make clear timely and justifiable decisions after considering all available options including the ability to lead change, effectively building and managing teams and managing performance/ attendance issues.

#### **Personal / Interpersonal Skills, Aptitudes:**

Demonstrate by example excellent planning and organising skills as well as the ability to build effective working relationships with a diverse range of people based on excellent judgement and ability to assess and mitigate risk.

Have excellent communication skills and an ability to represent the Force at meetings and present information to internal staff and/or relevant external partners.

Evidence of the active development of staff under your line-management.

#### **Special Skills:**

Must hold a current valid driving licence in the UK. Reasonable adjustments will be made under the Disability Discrimination Act 2005 for candidates who because of any disability cannot meet this requirement.

#### **Other:**

Must hold a valid passport to facilitate travel between the UK and other countries

*\* 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):

PIP 3 SOC qualification.

B/Tec professional qualification in Financial or Fraud investigation and Management of Fraud qualification.

**Work Experience:**

Experience of presenting financial evidence in court proceedings.

Knowledge and experience of OCG management.

**Special Skills:**

Knowledge and experience of using Microsoft word, excel and PowerPoint and crime management systems such as Crimson.

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

**Core Responsibilities/ Accountabilities**

**Operational:**

Manage, coordinate and provide tactical and strategic direction for the EMSOU Criminal Finance Departments.

To manage and supervise complex and volume fraud and money laundering investigations at all NIM levels.

To develop and maintain links with partner agencies to maximise Protect opportunities.

Maintain and build efficient teams and maximise opportunities for asset recovery and forfeiture.

Lead police and agency led operations, working within appropriate authority limits and carrying out tasks necessary for the successful implementation of the operation whilst managing risks to the operation and acting in accordance with legislation and procedure.

Plan, provide and implement a fraud and financial crime investigation strategy ensuring close working relationships both regionally and at force level.

Manage the recording, allocation and investigation of all financial crime within the regional Criminal Finance Team.

Responsible for providing the SLT with current performance management information including information regarding POCA matters.

Use intelligence to support objectives.

Conduct intelligence driven briefing, tasking and debriefing.

Where required, be the SIO for overt and covert financial crime investigations.

Maintain contact and provide specialist advice to the Chief Officer Group for Financial Crime related matters concerning forces and the regional teams.

Represent the region at force led meetings including OCGM.

Ensure the effective management of finance and resources to include the allocation and authorisation of overtime and other expenses.

Implement and manage a strategy to support vulnerable victims of fraud.

**Management/Leadership:**

Uphold the Code of Ethics and Standards of Professional behaviour.

Provide management and leadership for all Regional Criminal Finance investigative functions.

Provide oversight and support to ensure the teams are working to their maximum capability.

Ensure teams are up to date with regard to PDR's and development plans.

Monitor welfare to ensure teams are performing to the best of their ability.

Consider, implement and review change where necessary to maintain the effective and efficient deployment of staff.

Promote flexibility to change to ensure the department is able to adapt to changing demands within financial investigation.

Encourage, challenge and motivate staff to develop their knowledge, skills and abilities.

Provide honest and constructive feedback.

Manage performance issues in accordance with policy, procedure and Regulations.

**Technical:**

Assist in the development of policy and standard operating procedures for the management of financial investigations.

Continually review financial investigation methodology to ensure that changes in legislation and implications of case law are adopted.

Together with investigators and the CPS make investigative decisions regarding the use of Proceeds of Crime Act powers and other relevant legislation.

To remain up to date with current money laundering and financial investigation research, trends and typologies and to cascade this as required.

**Communication:**

To establish and maintain appropriate contact with national agencies relating to Financial Crime issues.

Establish and maintain contacts with financial institutions.

Establish and maintain contacts with external agencies to promote a 3p response.

Advise and support on both a force and regional level where required.

To attend or delegate attendance to force OCG meetings.

**Administration:**

To undertake such other duties commensurate with the post as may be required for the safe and effective performance of the job

**General:**

Maintain accreditation, through the Proceeds of Crime Centre, as a current and competent financial investigator and confiscator, through the management of asset recovery investigations  
Actively promote equal opportunity for all staff members.

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

**Personal Values /Competencies**

The competency and values framework sets 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  
Impartiality  
Transparency  
Public Service

**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)

**Car User:** Yes - Essential