



## Job Description

**Title – Non-Accredited Financial Investigator**

**Post Number:**

**Grade /Scale:**

£28,530 - £37,953

(Progression from Grade 6 £28,530 to SO2 £34,287 is dependant on gaining accreditation to use Part 8 Powers under Proceeds of Crime Act 2002. PO32 £35,223 is dependant on gaining accreditation to use Part 2 Powers under Proceeds of Crime Act 2002.)

**Weekly Hours:**

37 hours per week

**Department:**

East Midlands Special Operations Unit (EMSOU)

**Status:**

Full Time, Permanent

**Responsible To:**

Criminal Finance Manager/ PECT DS

**Responsible for:**

No responsibility for other staff

**Location/ Work Base:**

EMSOU, Vicinity of Junction 27, off M1

**Job Role /Purpose:**

To work within the terms of relevant legislation in relation to the identification and confiscation of assets and obtain and develop financial intelligence as directed by the Head of Department

**Contacts:**

Members of the public, officers and support staff employees of regional forces, other agencies, financial institutions etc.

**Equality and Diversity:**

Actively advance diversity /equality, work towards eliminating discrimination, harassment and victimisation and foster good relations between all groups of people.

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### Person Specification

#### **Knowledge, Skills & Abilities**

##### **Essential Criteria**

*A clear definition of the necessary criteria.*

##### **Knowledge/ Education (including qualifications):**

- To be educated to A Level standard in English Language or have experience of working at a level requiring the use of English Language to that standard
- To currently hold or have suspended accreditation with an up to date CPD record, which will allow for re-accreditation, or be willing to attain National Crime Agency (NCA) accreditation to use Part 8 Powers of the Proceeds of Crime Act 2002 (POCA) as a

Financial Investigator

**Work Experience:**

- Experience in a role that requires managing a high workload and prioritising work to meet deadlines
- Experienced in an investigative type role in law enforcement or another work environment
- Practical knowledge and ability to investigate issues, including gathering and presenting information

**Personal / Interpersonal Skills, Aptitudes:**

- Have a flexible approach to the changing demands of the role and be a highly self-motivated individual who has the ability to work as part of a team
- Have a high competency of communication skills (written and oral) including report writing.
- Possess the ability to successfully manage confrontational situations

**Special Skills:**

- To have a good knowledge and understanding of data protection legislation

*\* 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 be educated to HND or Degree level, and/or hold a recognised professional Financial/ Accounting Qualification
- To have knowledge of Police and Criminal Evidence Act
- Able to utilise a sound awareness of relevant legislation, evidential and disclosure issues
- To have an elementary working knowledge of computers including Microsoft Office

**Personal / Interpersonal Skills, Aptitudes:**

- Possess good interviewing techniques either by experience or attendance on an Interviewing Skills course
- Experience and awareness of current financial investigation and auditing techniques
- Experience and awareness of current intelligence gathering and targeting techniques

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

## Core Responsibilities/ Accountabilities

### Operational:

To investigate offenders charged with offences that qualify for the restraint and confiscation of assets and where appropriate:

- Obtaining primary financial information
- Preparing applications for Special Procedure Orders
- Preparing financial statements for Court purposes
- Using computer software to assist in the presentation of financial data.
- Applying for restraint orders where appropriate
- 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
- To provide support to the Force in all matters relating to financial investigation, maintaining strict confidentiality when requested.
- To provide guidance and support to the Force in respect of Special Procedure Production Orders.
- To maintain close liaison with the NCA, Her Majesty's Revenue and Customs, other Force FIU officers and outside agencies involved with financial investigation.
- To develop and maintain liaison with outside agencies and government departments to assist in the successful prosecution of drug trafficking and serious criminal offences to ensure that the perpetrator is deprived of any benefit from the crime.
- Deal with enquiries from other jurisdictions received in accordance with the Criminal Justice (International Co-operation) Act 1990.
- To provide specialist support to major investigations in relation to financial enquiries.
- To keep abreast of legislation and developments relating to financial investigation.
- To attend court and give evidence.
- To support Force training in financial investigation as required.
- To assist in the interviewing of suspects and witnesses
- To assist in the search of premises and in the seizure and recovery of evidence

### General:

- To safeguard all sensitive information encountered during the course of employment
- To keep abreast of developments affecting the Police Service and the duties of the post through attending training (whether residential or non-residential) and attachments, as required.
- To assist the Forces in achieving the desired quality of customer service.
- While the post holder will be appointed specifically to this post within the department, 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

**Other:**

To conduct and support police investigations into the financial aspects of criminality, and 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:

- Applying for and be granted search warrants under PACE (Section 209)
- Obtaining access to confidential material under Section 9 PACE (Section 210)
- Using Section 18 powers to enter and search premises (Section 211)
- Using Section 19 powers when lawfully on premises including the production of electronically stored material (Section 212)
- Acting as supervisor to any seized material instead of a Constable (Section 213)
- Arresting a detained person for a further offence (Section 214)
- Using special warnings during the course of interviews (Section 216)
- 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 above powers will be subject to successful completion of appropriate training and relevant risk assessments.

To hold a full current driving licence and have a car available for work purposes – reasonable adjustments will be considered for candidates who because of disabilities cannot meet this requirement

*\* 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
- Impartiality
- Transparency
- Public Service

**Other**

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

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

**Car User: No**