

**REGIONAL ASSET RECOVERY TEAM
(EAST MIDLANDS)**

PERSON SPECIFICATION

Job Title	Accredited Financial/Fraud Investigator (Staff)	Department	RART/RFT/ACE
Post Number	XS229	Rank / Grade	PO32 (PO31 and above subject to attaining Part 2 NCA accreditation).
Status	Perm	Weekly Hours	37
Document Author	DI - RART	Version Date	Nov 2015

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
EDUCATION AND QUALIFICATIONS	<ol style="list-style-type: none"> 1. Must be educated to A level standard in English Language or demonstrate recent experience of working at a level requiring the use of English Language to that standard. 2. Must hold current or previously suspended Proceeds of Crime Act 2002 financial accreditation Part 8. 3. To have a good working knowledge of Microsoft Word, Excel, Access, PowerPoint, and Outlook. 	<p>To hold a B Tec Diploma in Financial Investigation or similar recognised qualification.</p> <p>POCA Part 2 powers with proven experience of asset confiscation investigation</p>
WORK EXPERIENCE	<ol style="list-style-type: none"> 4. Demonstrate proven experience of investigating crime particularly that of a complex, protracted and serious nature. 5. Demonstrate knowledge of relevant legislation and procedures associated with serious and organised crime investigations. 6. Demonstrate proven experience of evidence gathering techniques in complex operations and of preparing complex prosecution files. 7. Demonstrate proven experience of interviewing suspects and witnesses, exhibit handling and disclosure. 	<p>Demonstrate knowledge of covert law enforcement techniques.</p> <p>Demonstrate knowledge of Hi-Tech computer crime support.</p> <p>Demonstrate knowledge of money laundering investigation.</p>
PERSONAL & INTERPERSONAL SKILLS & APTITUDES	<ol style="list-style-type: none"> 8. Demonstrate the ability to work both as part of a team or alone with the minimum of supervision and manage and prioritise high workloads. 9. Demonstrate excellent verbal and written communication skills to a variety of recipients. 	<p>Have a good practical knowledge of accountancy, bookkeeping, company law, financial institutions and regulating bodies.</p>

	<p>10. Demonstrate respect for race and diversity, and the acknowledgement of other people's views and beliefs.</p> <p>11. Demonstrate experience of working in a confidential and sensitive environment.</p>	
SPECIAL SKILLS	<p>12. Must be able to attain and maintain SC/MV vetting level and willing to submit to random drug and alcohol testing</p> <p>13. Must hold a current valid driving license to drive motor cars within the UK. Reasonable adjustments will be considered for candidates who because of disabilities cannot meet this requirement.</p> <p>14. Must hold a current valid passport to facilitate travel between the UK and other countries.</p> <p>15. Must be prepared to work flexibly in regards to working hours and location on occasions</p>	

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(EAST MIDLANDS)**

ROLE DESCRIPTION

Job Title:	Accredited Financial Investigator (Staff)
Post Number	XS229
Rank / Grade	PO32 (PO31 and above subject to attaining Part 2 NCA accreditation).
Responsible To	Detective Sergeant/ Team Leader
Responsible For	No responsibility for other staff
Contacts:	Members of the public, officers and support staff employees of UK law enforcement agencies, employees of the criminal justice system, financial institutions, etc.
Role:	The post holder will be part of a team of Fraud and Financial Investigators conducting investigations into criminals responsible for serious and organised crime operating predominantly at National Intelligence Model Level 2. The team will develop intelligence, gather evidence in support of prosecutions, and undertake the restraint and confiscation of criminal assets as directed by the Head of Department.

Duties & Responsibilities:

1 Financial Investigation and Operational Duties

- 1.1 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.
- 1.2 To be responsible for the financial investigation of suspects in order to identify, restrain and confiscate criminally obtained assets, including the seizure of cash and subsequent forfeiture procedures.
- 1.3 Conduct investigations within the terms of relevant legislation and policies.
- 1.4 Prepare and obtain investigative court orders and warrants.
- 1.5 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.
- 1.6 Disseminate intelligence in the appropriate manner, to relevant organisations, departments and/or individuals, whilst maintaining the required confidentiality, sensitivity and duty of care.
- 1.7 Interview suspects and witnesses in accordance with the legislation and the ‘Practical Guide to investigative interviewing’.
- 1.8 Prepare and present case material, working with the Crown Prosecution Service and Prosecution Counsel to progress the case.
- 1.9 Deal with enquiries from other jurisdictions received in accordance with the Criminal Justice (International Co-operation) Act 1990.
- 1.10 Attend court and give evidence in accordance with legislation.
- 1.11 To assist in the search of premises and in the seizure and recovery of evidence.

- 1.12 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)
 - (f) Arresting a detained person for a further offence (Section 214)
 - (g) Using special warnings during the course of 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.

2 Administration

- 2.1 Provide advice on legislation, policy and tactical options to assist in the planning and implementation of operations.
- 2.2 Complete a thorough risk assessment for operational events, ensuring adequate control measures are in place and that an appropriate contingency plan is developed.
- 2.3 Provide specialist advice and knowledge to colleagues, partners and other individuals and agencies.
- 2.4 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.
- 2.5 Work co-operatively with team members and colleagues, contributing positively and constructively to the achievement of team and organisations aims and objectives.
- 2.6 Make the best use of technology in support of your role.
- 2.7 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.
- 2.8 Evaluate information to support action – evaluate and assess the value of information identifying relevant patterns and trends. Use the information to take appropriate action and achieve desired outcomes.
- 2.9 Professionally represent the department at both internal and external meetings and conferences.
- 2.10 To safeguard all sensitive information and material encountered during the course of employment.

3 General

- 3.1 Promote equality, diversity and Human Rights in working practices by developing and maintaining positive working relationships, ensuring that colleagues are treated fairly and contributing to developing equality of opportunity in working practices.
- 3.2 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.

- 3.3 Undertake Continual Professional Development to maintain financial accreditation.
- 3.4 To operate all equipment appropriate to the duties of the post in accordance with instructions supplied, taking all appropriate care.
- 4 Other considerations**
- 4.1 Applicants may be required to use their own vehicle for some duties, for which they will be paid a casual car user allowance.
- 4.2 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.
- 4.3 The post-holder will be required to be security cleared to SC and MV level. (If SC clearance is not held at the time of appointment, the appointment will be subject to successful application of this level of clearance).
- 4.4 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.
- 4.5 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.
- 4.6 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.