



## **Job Description**

### **Criminal Finance Manager**

**Post Number:** XS605  
**Grade /Scale:** PO37 (£39,942 -£43,254)  
**Weekly Hours:** 37 Hours (Full time)  
**Department:** EMSOU –Economic, Cyber Crime & Online Investigations  
**Status:** Established  
**Responsible To:** EMSOU Senior Criminal Finance Manager  
**Responsible for:** ACE, Civil Recovery, SARS team and EMSOU FI CPD coordination.  
**Location Work base:** EMSOU Vicinity Junction 27 (of M1)

**Job Role /Purpose:** As our Criminal Finance Manager you will be first line Supervisor for the Asset Confiscation Team (ACE), Civil Recovery and SARS development team. In addition, you will coordinate EMSOU FI CPD.

Already a subject matter expert, you will be committed to continually reviewing relevant case law, changes in legislation, research, trends and typologies to ensure that EMSOU remains at the cutting edge of policy and standard operating procedures in the management of financial investigations and asset recovery. Not only will your influence drive our approach and the way we operate here at EMSOU, you will also have the opportunity to be involved in shaping the development of the national ROCU Regional Economic Crime Network (RECU's) and even influence legislative reform.

Alongside your knowledge and expertise, you will also be able to use your leadership skills to bring out the best in your team. As a first line manager you will be confident in allocating, managing and overseeing investigations across the team, whilst providing advice and guidance individually and collectively to improve and enhance the teams' overall performance. This will include supporting your team in their continued professional development, overseeing their accreditation to meet NCA standards.

Due to the nature of vetting clearance required for this role you must have 5 years continuous residency in the UK.

**Health and Safety:** 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.

**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):

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

Demonstrate knowledge of civil recovery powers and procedures.

PIP qualified – or be willing to attain.

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

An active NCA accredited Tutor – or be willing to attain.

##### **Work Experience:**

Proven experience in managing a team.

Demonstrate effective supervision of investigations.

Previous experience of effective partnership working.

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

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

Demonstrate flexibility and the ability to meet tight deadlines, using their own initiative to prioritise their own and their teams workloads.

The ability to communicate effectively (both written and verbal) regarding complex data sets to key stakeholders.

##### **Other:**

To hold a current valid driving licence\* & 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):

Have completed the Initial Management of Serious Crime Course - or be willing to attend.

##### **Work Experience:**

Experience of the use of relevant legislation (CPIA 1996, POCA 2002, CFA 2017, PACE 1984, Police Reform Act 2002).

Experience of managing complex money laundering and confiscation investigations.

Experience of presenting evidence in court proceedings.

**Personal / Interpersonal Skills, Aptitudes:**

Previous experience relating to the coordination of team CPD and CPD events.

**Special Skills:**

Experience of case management systems.

Experience of Microsoft Office systems.

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

**Core Responsibilities/ Accountabilities**

**Management/Leadership:**

Provide first line management to the ACE, Civil Recovery and SARS teams including allocating, managing and overseeing investigations.

Plan, coordinate and deliver where appropriate CPD events for FI's within the EMSOU teams.

**Technical:**

Assist in the development of policy and standard operating procedures for the management of financial investigations and Asset recovery 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 decisions regarding the use of Proceeds of Crime Act powers.

To act as Subject Matter expert and tactical advisor for POCA Case Law within EMSOU and financial investigations.

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

**Communication:**

Ensure standards and practices are met and maintained. Improve and enhance performance.

Prepare regular written reports to senior managers as to team performance and the progress and likely outcome of investigations.

**Administration:**

Ensure the use of financial evidence and intelligence in order to support prosecutions is obtained ethically and in accordance with the relevant legislation, policy and codes of practice.

Oversee the accreditation process of EMSOU Financial Investigators to meet criteria as per NCA standards.

**General:**

Maintain accreditation (or having achieved accreditation maintain it), through the Proceeds of Crime Centre, as a current and competent financial investigator and confiscator, through the management of asset recovery investigations.

Form and maintain strategic and tactical relationships with the NCA, regional forces and the national lead force (City of London).

Develop relationships with academia, industry and public-private initiatives to understand the threat and build the intelligence picture in respect of money laundering and asset recovery.

**Other:**

Ensure the provision of quantifiable data and reports in relation to ongoing performance of the ACE, Civil Recovery and SARS teams.

*\* 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 -Casual Allowance

