

# JOB DESCRIPTION



<b>Role title:</b>	Financial Investigator
<b>Grade and salary:</b>	Grade H - £29,433 - £36,177 – Possibility of moving to Grade I on successful accreditation in Confiscation and Restraint.
<b>Hours:</b>	Full Time – 37 hrs per week
<b>Department or Division:</b>	Crime Directorate – Serious and Organised Crime
<b>Location:</b>	Successful candidates could be based at either of the two FIU office's, based at both divisional HQ. South – St Mary's Wharf Police Station. North – Chesterfield Police Station.  Agile working is available
<b>Post reports to:</b>	Financial Investigation Unit – Detective Sergeant
<b>Suitable for job share or part-time:</b>	Yes
<b>Other considerations:</b>	All successful applicants will be required to submit themselves for drug testing in line with the Force's Drug Policy.
<b>Date last reviewed:</b>	15/11/2022

## PURPOSE AND DESCRIPTION OF JOB ROLE:

The Financial Investigation Team provides financial investigative support to the Force and currently operates from two offices located at North Divisional Headquarters in Chesterfield and the South Divisional Headquarters in Derby.

Agile working is available however the successful applicant will be required to work from any of the two locations, dependent upon current demands placed on the Financial Investigation Team and the requirements within the unit to provide effective support to the force.

A Financial Investigation Officer must demonstrate an ability to work and think independently whilst operating within a small, dedicated team. The role demands an ability to understand complex financial issues, to carry a heavy workload and to deliver a quality service.

This position will predominately be involved in the Civil recovery of the proceeds of crime. Investigating Cash Seizures and Account Freezing Orders utilising the Proceeds of Crime Legislation. Within the workstream you will be required to interact with the public and attend civil court hearing and present evidence.

There may be a requirement for the successful candidate to deliver financial investigation training to front line police officers throughout the Force. Training will be provided to the successful candidate at local and national levels.

You will be required to achieve national financial accreditation status to Confiscation and Restraint level, being the highest level of financial accreditation that is available and a standard necessary to fulfil the role.

### SPECIFIC ROLES AND RESPONSIBILITIES:

- Manage investigations in line with Civil Recovery powers around Cash Seizures and Account Freezing Orders.
- Support police operations, criminal investigations, and other relevant police functions from a financial intelligence/investigation point of view.
- Provide advice to officers and staff in relation to all aspects of financial investigation.
- Deliver specialised financial investigative support to the force.
- Personally, conduct financial enquiries, prepare files and progress cases through both magistrates and Crown Court.

### SKILLS AND EXPERIENCE REQUIRED:

#### Essential:

- To have attended the financial investigation course provided by the NCA and currently hold accreditation in Financial Investigation.
- Demonstrate a high level of literacy, verbal and written communication skills.
- Demonstrate a high level of numeracy and analytical skills.
- Demonstrate a high degree of self-motivation and working to a high standard with the minimum of supervision.
- Proven skills in teamwork and working with external agencies.
- Hold a current UK valid driving licence and willing to drive for work when required.

#### Desirable:

- Attended the Confiscation and Restraint course provided by the National Crime Agency and currently hold national accreditation in Confiscation and Restraint.
- Attended and successfully completed the NCA CRiSP Course

### PERSONAL QUALITIES:

We have identified nine competencies that help describe what effective behaviour looks like in Derbyshire Constabulary. These competencies illustrate how we put our Force's guiding principles into practice so that everyone understands what is expected of them in their day-to-day work:

**Acting with Integrity:** Is trusted and respected by others and is known as someone who does

what they say they'll do. Understands the impact and consequences of doing (and being seen to do) the right thing, is happy to raise concerns and will challenge inappropriate or unethical behaviour.

**Working with others:** Works to develop a positive team spirit and appreciates the value different backgrounds and experience can contribute to team success. Is approachable and inspires others to do their best. Treats others with dignity and respect, and maintains a positive, friendly outlook. Appreciates the contributions of others – and lets them know.

**Problem solving and innovation:** Uses experience, creativity and common sense to solve problems practically and innovatively. Makes sure they fully understand the problem, its cause and implications. Seeks the input and views of others. Weighs up options to make sure the solution they choose is the most effective and makes good decisions in a timely way.

**Planning and organising:** Is clear about their goals and creates plans and processes that are targeted at the right priorities – those that will truly deliver the most value. Copes well with change and uncertainty, knows that it's not always possible to get the full picture or remove every risk before taking action.

**Communicating and influencing:** Presents written and verbal communication in a clear and effective way. Puts across points of view persuasively, but keeps an open mind and is willing to change their position if sound arguments are presented back.

**Personal development:** Takes opportunities to improve their skills, knowledge and experience. Gives and seeks constructive feedback to help them and others develop successfully.

**Delivering results:** Delivers what is needed when promised. Enjoys adding value, knows what needs to be done and stays focused. Identifies issues or obstacles that could prevent or delay getting things done and takes appropriate action.

**Customer focus:** Knows how they personally support the service we provide to the public. Is absolutely passionate about adding value for the public and internal stakeholders, improving processes and removing unnecessary cost and waste. Understands how their attitude and behaviour impacts on public perception of the service we provide.

**Operational and technical awareness:** Keeps well-informed and knows what internal and external factors could impact on our performance. Promotes and pushes activity that improves performance and our service to the public. Is knowledgeable and effective in their area of expertise.