

Job Title: Accredited Financial Investigator (SEROCU)	
Job Evaluation Number	B810

## JOB DESCRIPTION

<b>Job Title:</b> Accredited Financial Investigator (SEROCU)	<b>Location:</b> Horsham, Slough, Hampshire or Gatwick Airport
<b>Job Family:</b> Operational Support	<b>Role Profile Title:</b> BB4 Police Staff
<b>Reports To:</b> DS Criminal Finance Team and Fraud or Asset Confiscation and Enforcement Team	<b>Band level:</b> 4I
<b>Staff Responsibilities (direct line management of):</b> Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

**The overall purpose of the role is to:** Undertake proactive and reactive financial and money laundering investigations in accordance with the objectives of the South East Regional Organised Crime Unit (SEROCU).

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspect of the role for which the job holder is responsible for results or outcomes.

**The key result areas in the role are as follows:**

1. Plan, conduct and co-ordinate financial investigations in relation to criminal confiscation, cash seizures, money laundering and financial intelligence in support of SEROCU investigations. To prevent the removal of criminal cash leaving and entering the U.K.
2. Prepare and present applications at court for production orders, restraint, confiscation and forfeitures under the Proceeds of Crime Act 2002 and associated legislation.
3. Conduct searches, secure evidence and interview suspects involved in financial criminality. Provide and present relevant financial evidence to a high standard in order to prosecute offenders and where necessary provide evidence at court.
4. Maintain accurate records and files to effectively progress financial/ money laundering investigations.
5. Undertake continuous professional development ensuring current knowledge of the latest techniques and products including awareness of relevant legislation. Contribute to the development and application of financial investigation techniques embracing the concept of best practise.
6. Provide advice and assistance to SEROCU staff in respect of all financial and fraud matters to ensure all disruption opportunities are explored.
7. Develop partnerships and work together with partner agencies in the field of financial/ money laundering investigation ensuring that best practice is identified and adopted.

c. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

**Further Comments:**

Required to demonstrate flexibility in line with investigative demand e.g. to execute warrants in the evening if the intelligence case suggests that is when the OCG are at their most active. All work will be sanctioned by Regional tasking arrangements. Flight departures/arrivals and multi-agency targeted operations.

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The role holder should demonstrate desire to be involved in the pro-active investigation of financial crime. Work with Forces, other regional teams and agencies utilising fraud/financial investigation to support investigative strategies to reduce both criminality and the impact of fraud/ Money laundering offending.

The successful applicant will be required to show keen attention to detail, investigative aptitude, and be able to present evidence to secure successful convictions/results at court.

Unless already fully accredited as a Financial Investigator (FIO, FI, Confiscator, CRiSP, Restraint, S.47), new starters will be required to complete the relevant entrants exam and training, and thereafter submit the respective PDP to attain full accreditation with the NCA Proceeds of Crime Centre (PoCC). Once accredited maintain the full accreditation by completing monthly evidence summary's and CPD activities as nominated via the Financial Investigators website maintained by PoCC/Home Office.

#### d. CHARACTERISTICS OF THE ROLE

**Expertise:** Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<b><i>The knowledge or skills required in the role are as follows (essential or desirable):</i></b>	<b><i>E/D</i></b>
1. Proven experience in collating and assessing information and presenting it in a concise and accurate manner.	E
2. Willingness and ability to work unsocial hours, to change hours at short notice, to travel and work regionally and nationally when required.	E
3. Accredited Financial Investigator or experience of financial investigation (training can be given on appointment).	E
4. Proven ability to work effectively with minimum supervision and under pressure, priorities workloads and produce accurate work with tight deadlines. Self-motivated with excellent time management skills.	E
5. Holds a full, current UK driving licence.	E
6. Excellent communication skills, written and oral, with ability to negotiate and deliver briefings.	E
7. Experience and evidence of previous use of investigative skills in an investigative role or similar environment, with knowledge of relevant procedure and legislation (Criminal Justice, CPIA, NIM, POCA etc)	D

**Additional comment:** Role holders will be required to provide fingerprints and DNA for elimination purposes in order to perform the position offered. DNA will be profiled and held on the Contamination Elimination Database (CED) and will be removed 12 months after termination of service. Fingerprints will be held on the Fingerprint Police Elimination Database PEDb and are removed at the termination of service.