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| Job Title: Senior Financial Investigator - CTPSE / SEROCU | |
| Job Evaluation Number | B921 |

JOB DESCRIPTION

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| Job Title: Senior Financial Investigator – CTPSE or SEROCU | Location: CTPSE / SEROCU |
| Job Family: Operational Support | Role Profile Title: BB4 Police Staff |
| Reports To: Detective Inspector - Investigations | Band level: 4J |
| Staff Responsibilities (direct line management of): Financial Investigator(s) | |

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

The overall purpose of the role is to: supervise & undertake proactive and reactive financial investigations to identify links to terrorist or extremist organisations. Ensure operational performance complies with legislation, policy & best practice.

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. Manage the casework of Financial Investigators keeping unit head appraised of case progress and capacity of the team to take on new cases, providing oversight and guidance.

2. Plan, conduct and co-ordinate financial investigations in relation to confiscation, cash seizures, money laundering and financial intelligence ensuring compliance with legislation and maximising use of associated powers.

3. Prepare for and attend at any court hearing or enquiry to give evidence as required utilising knowledge of relevant legislation to assist the prosecution case. Draft documents and prepare applications for presentation in court.

4. Lead the personal development, training and mentoring of Financial Investigators as appropriate. Prepare and present lectures to Police officers and staff plus external partner agencies, highlighting the benefits of utilising relevant legislation thereby increasing its effectiveness

5. Analyse evidence and prepare recommendations to management, CPS Lawyers; attending conferences with Counsel as necessary thereby assisting the prosecution case.

6. Liaise closely with stakeholder agencies/partner bodies including HMRC, other relevant agencies and financial institutions, within existing protocols in assessing referred cases and investigating adopted cases.

7. Investigate and prepare detailed financial profiles on behalf of CTPSE / SEROCU and other departments, including assisting Senior Investigating Officers with financial strategy and tactical options utilising knowledge of relevant legislation to assist the prosecution case.

8. Handle intelligence material from partner agencies within legal and operational restrictions and ensure that any intelligence identified from team investigations is properly recorded and disseminated.

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:

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Key decision maker to informing financial strategy & tactical options in support of CT / ROCU & DE based investigations. Ability to effectively work in the intelligence and investigative space which will also involve working closely with Security Service. Dependent upon the staff member recruited (who may have no previous experience in this field), CT work does bring additional demand and change to working processes.

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.

| <i>The knowledge or skills required in the role are as follows (essential or desirable):</i> | <i>E/D</i> |
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| 1. An accredited financial investigator with recent employment in financial investigations or in investigative work of a comparable character. In possession of a demonstrable, comprehensive knowledge of the legislation and associated working practices in both post conviction confiscation proceedings; competent in the use of specialist software supporting financial investigation, and with practical experience of investigative work involving the collection, preparation and presentation of evidence for courts. | E |
| 2. Relevant team working skills and work in partnership with internal colleagues and external agencies during investigations. Previous experience of dealing with confrontation in a positive and productive manner. | E |
| 3. Proven ability to identify security requirements, and health and safety risks and take full account of these in plans and operations. | E |
| 4. A comprehensive knowledge of POCA and TACT financial legislation. | E |
| 5. Relevant knowledge of the requirements and practices placed upon the financial industry and LEAs in the reporting and receipt of suspicious activity reports (SARS) particularly in cases where an authorised disclosure is requested by the industry. | E |
| 6. Be able to demonstrate an ability to receive, evaluate, manage, sanitise and disseminate intelligence in all forms ensuring compliance with the national grading system. | D |
| 7. Proven working knowledge of the practices involved in the application for mutual assistance treaty overseas requests to secure and produce evidence and intelligence obtained from or on behalf of foreign jurisdictions. | D |
| 8. Demonstrable skills and understanding of aspects of company law and company formation and reporting requirements in the UK and show an appreciation of differences in foreign jurisdictions. | D |
| 9. Proven ability to identify the impact of a limited liability placed upon assets held by subjects of investigations and be able to display a proven track record of the ability to 'pierce a corporate veil' or display a comprehensive knowledge of the legal requirements necessary for such action to be taken during the course of investigations. | D |
| 10. Commitment to the highest professional and ethical standards in all aspects of work. | 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.