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| Job Title: Accredited Financial Investigator | |
| Job Evaluation Number | A113 |

JOB DESCRIPTION

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| Job Title: Accredited Financial Investigator | |
| Job Family: Operational Support | Role Profile Title: BB4 Police Staff |
| Reports To: Senior Financial Investigator | Band level: 4I |
| Staff Responsibilities (direct line management of): Nil | |

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

The overall purpose of the role is to: Plan, conduct, co-ordinate, pro-active and reactive financial investigations, utilising appropriate legislative powers to disrupt and dismantle criminal finances from OCG's and tackle other acquisitive criminality, depriving criminals of the proceeds of their offending whilst seeking restitution to protect the victims of crime.

b. **KEY ACCOUNTABILITY AREAS:** Define the important aspects 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. Independently plan, conduct and co-ordinate often complex and protracted financial investigations in relation to the Proceeds of Crime Act 2002 (POCA) or other legislation, in respect of preparation of confiscation, restraint and Civil Recovery in Summary Proceedings (CRiSP). Disrupt, dismantle and deprive criminals / respondents of the proceeds of crime. Conduct searches, secure evidence and interview suspects involved in financial criminality. Liaise where necessary with specialists including analysts, forensic accountants, DEW's and prosecuting counsel.

2. Prepare for and attend, by submitting financial statements and giving expert evidence in respect of cases / applications in the Crown Court for confiscation, restraint, investigative order and other aligned applications under the Proceeds of Crime Act 2002 (POCA) or other legislation. Provide expert evidence and advice to CPS Prosecution and Counsel resulting in successful order. Prepare for and attend by submitting financial statements, giving expert evidence and demonstrating advocacy skills in Magistrates Court in order to make (CRiSP) applications to the court on behalf of Thames Valley Police or liaise with appointed legal representation resulting in successful order.

3. Maintain full accreditation and undertake Continuous Professional Development (CPD) as dictated by the requirements set by the National Crime Agency (NCA), via the Financial Investigators Support System (FISS). Ensure current knowledge of latest techniques and products, including awareness of relevant legislation and up to date knowledge around Proceeds of Crime and Criminal Finances Legislation. Lead the personal development, training and mentoring of Police Officer and Police staff through the mandatory NCA process to accreditation to ensure organisational resilience in respect of financial investigation capability.

4. Provide support to LPA and Specialist Departments as a tactical advisor in respect of financial investigation, provide advice, guide and assistance by means of application of AFI powers, to procure evidence to add value to LPA and Specialist department investigations.

5. Liaise closely with stakeholder agencies including, CPSPOC, Asset Confiscation Enforcement (ACE), HMCTS Enforcement (to maximise POCA outcomes), partner bodies including HMRC, DWP and other relevant agencies including financial institutions, and other organisations within existing protocols.

6. Review referrals to the department, identify asset recovery opportunities and decide the most efficient course of action to take, in consideration of legal gateways and force policy. Advise other departments

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and CPS of such decisions. Review and authorise the retention/return of substantial seizures of cash, where relevant. Make reasoned and sound policy decisions that comply with HRA guidelines and force policy. Remain accountable by creating and maintaining suitable logs, justifying and recording all actions. Maintain Joint Asset Recovery Database (JARD) to ensure accurate recording of Home Office records through ARIS returns. Maintain timely and accurate recording of internal data bases to report monthly, performance indicators to Senior Management.

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

8. Prepare and present lectures to the organisation highlighting the benefits of using relevant legislation maximising POCA and other financial opportunities to disrupt, dismantle and deprive OCG's and criminals of their assets including educating in the benefit of embedding financial investigation within criminal investigations.

9. Work alongside ECU fraud teams, Local Police areas and Regional commands to achieve better knowledge and resource sharing to disrupt and prevent serious and organized crime groups and provide safeguarding to innocent victims caught up in criminal activity. Identify and protect vulnerable people from financial abuse and exploitation and dismantling organised crime groups by conducting and overseeing investigations, providing support and ensuring enquiries are conducted expeditiously. Manage financial intelligence and investigations in relation to money laundering, the civil recovery of cash and confiscation.

c. **DIMENSIONS:** Include matters such 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:

The role holder will be expected to work independently with the ability to make judgements and decisions in line with departmental and force policies. They will manage a large caseload of complex and serious financial investigations and with shifting priorities will be required to work flexibly, sometimes beyond 'normal' finish times.

The role holder will be required to travel the entire geographical area of Thames Valley in order to attend Court, and to obtain statements or evidence, aligned to the role. There is also the potential requirement for travel outside Thames Valley for Court and/or obtaining evidence.

The role holder should already be, or work towards on appointment, accreditation by the National Crime Agency (NCA) as a financial investigator with the following powers; FIO/FI/Confiscation & Restraint/CRiSP. They will be required to maintain this full accreditation through completion of evidence and CPD activities on FISS within the timeframes dictated by the NCA.

The role holder will be expected to act as Tutor on behalf of the NCA for other TVP personnel undertaking the training and accreditation process. This training will be undertaken when the AFI has been accredited for 2 years.

The role holder will be expected to make applications in open court for civil POCA matters. These proceedings have no Crown Prosecution Service involvement and the role holder would be expected to act as the sole representative for Thames Valley Police providing evidential bundles and expert evidence to the court.

The role holder will liaise with a range of internal stakeholders (including case officers, criminal justice & legal services) and external agencies (CPS, external counsel, solicitors and Court personnel) regarding outstanding actions, timetables and submission of files. As such, the role holder will also require to undertake a higher level of partnership working to enable effective and efficient proceedings at Court.

There is an expectation that a varied and wide range of cases will be dealt with, including some of a sensitive and/or distressing nature.

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. Working towards or a current NCA Accredited Financial Investigator (FIO/FI/Confiscation & Restraint/CRISP). Must be willing to attend further training and conferences required for the role. | E |
| 2. Proven experience in collating and assessing information and presenting it in a concise and accurate manner. Meticulous attention to detail, the ability to think logically and the ability to gather, record and present information in relation to complex circumstances effectively, even whilst under pressure, within set procedures and in an easily understood format and style. | E |
| 3. Proven ability to identify and assemble relevant information from a range of diverse sources and have relevant experience in analysing such information to develop an overall financial view of individual or company finances. | E |
| 4. Proven ability to work effectively within a team but with minimal supervision. Excellent decision making skills and self-motivated with experience of overseeing investigations from start to finish and meeting defined deadlines. Ability to prioritize workloads, work under pressure whilst producing accurate work. | E |
| 5. Excellent communication skills with an ability to effectively adapt communication style to suit the situation and audience. Excellent listening and questioning skills and ability to engage effectively, demonstrating empathy with and understanding of people from diverse communities and backgrounds, sometimes in potentially confrontational situations. | E |
| 6. Good IT skills with the ability to learn and effectively utilise new systems in order to extract and analyse data. Good with MS/Word MS/Excel and MS/Outlook. | E |
| 7. Experience of resolving confrontation in a positive and productive manner. | E |
| 8. Ability to show personal resilience as well as discretion, integrity and empathy. | E |
| 9. Must have capability to travel regionally / nationally and undertake all assignments in a timely manner whilst being available to work flexible hours at short notice when required*. Due to the requirement to work flexibly, unsocial hours and personal safety for lone working; public transport may not be available or suitable at these times. For this reason a full UK driving licence is considered essential**. | E |
| 10. Relevant experience of giving evidence in Court or similar environment. | D |

Additional comments: At interview, candidates will be asked to:

* indicate their ability to work flexible hours at short notice (including evenings and weekends).

** confirm their willingness to undertake this Basic Driving Assessment, which in turn will enable the use of a police authorised vehicle.

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.