

Job Title: Accredited Financial Investigator	
Job Evaluation Number	B595

JOB DESCRIPTION

Job Title: Accredited Financial Investigator	Location: CTP SE
Job Family: Operational Support	Role Profile Title: BB4 Police Staff
Reports To: Senior CT 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: undertake proactive and reactive financial investigations with a view to establishing funding or other links to terrorist or extremist organisations.

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:	% time
1. Identify and record intelligence generated from allocated investigations for dissemination as appropriate.	35
2. Identify and seek evidence of funding or financially facilitating terrorist or extremist activities.	25
3. Receive, research and analyse confidential financial disclosures from Intelligence sources, identifying, monitoring, maintaining relevant databases and making recommendations as to appropriate further actions.	10
4. Prepare and maintain a detailed schedule of material gathered in the course of an investigation in order that an appropriate schedule of exhibits/unused material can be provided in accordance with the requirements of the Criminal Proceedings and Investigations Act.	10
5. Identify the parties holding relevant material, determine which legislation is applicable and prepare necessary documentation for obtaining court orders under that legislation. To serve authorities/court orders upon relevant organisations/individuals, processing documentation/exhibits in accordance with policy guidelines and current legislation.	5
6. Attend internal and external training courses and conferences. Undertake continuous professional development ensuring current knowledge of latest techniques and products including awareness of relevant legislation. Contribute to the development and application of financial investigation techniques embracing the concept of best practice.	5
7. Identify and, where appropriate, seek restraint proceedings in accordance with policy guidelines and current legislation.	5
8. Prepare financial statements in accordance with accepted practice, identifying all necessary material from all available sources in a comprehensive format.	5

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:

Research recovered data to determine which material can be used in furtherance of the criminal or terrorist prosecution case and identify that which can only be used within an intelligence context. This

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will involve receiving, researching and analysing confidential financial disclosures from Intelligence sources and identifying, monitoring, maintaining relevant databases and making recommendations as to appropriate further actions.

Undertake a role of Financial Investigation Liaison Officer to all members of CTP SE, to provide support, assistance, training and advice to encourage the use of confiscation proceedings as a positive way of tackling crime.

On a regular basis, attend meetings and give presentations as required to represent the department.

Perform on-call arrangements for immediate response as required across the South East region.

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:</i>	<i>E/D</i>
1. Experience in a police environment or partnership agency with understanding of the National Intelligence Model and experience of delivering evidential and intelligence products.	E
2. Proven research skills with the ability to problem solve. Evidence of an enquiring mind and the ability to interpret and develop inferences from data in a conscientious and methodical manner.	E
3. Proven experience of working with confidential material. Discreet and trustworthy.	E
4. Excellent interpersonal communication skills, including experience of negotiating and persuading and the ability to deliver presentations and engage in briefings and meetings within a police and agency environment.	E
5. Willingness to successfully complete a training course in financial investigation through mentoring to full national accreditation.	E
6. Proven ability to work effectively with minimum supervision and under pressure, prioritise workloads and produce accurate work within tight deadlines. Self motivated with excellent time management skills.	E
7. Good IT skills with proven ability in the use of Excel, Word, PowerPoint and Internet plus willingness and ability to learn and use new systems.	E
8. Must have capability to travel to different locations across the Force and undertake all assignments in a timely manner. 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
9. A willingness to work unsocial hours on occasions and at short notice as required.	E
10. Accredited Financial Investigator with experience of working in a financial environment ** (if not already attained, training will be given).	D

Additional comments:

* At interview candidates will be asked to confirm their willingness to undergo driving training to enable the use of a police authorised vehicle.

** Includes people wishing to return to the role of Accredited Financial Investigator, namely those with:

- Valid NCA (12 month voluntary) suspended accreditation or
- Returning within 3 years of lapsed accreditation (NB. subject to successful 3 month NCA CPD re-accreditation).