

JOB DESCRIPTION

A. POST DETAILS:

Job Title: DC - Financial Investigator
Department: MSOC Area: Force Headquarters
Reports To: Detective Sergeant No of Posts: 1

B. PURPOSE OF THE POST:

- Be at the Forefront in mainstreaming financial investigations as per the guidance of 'EXTENDING OUR REACH' and 'ASSET RECOVERY ACTION PLAN 2019' as outlined by the Home Office 2009.
- To conduct re-active confiscation investigations, undertaking the preparation and submission of evidence pertaining to the confiscation process.
- Assist in pro-active enquiries by providing specialist advice and support to members of the Force, including the correlation of financial intelligence and the obtaining of restraint order.
- To take the lead in the investigation and management of cash seizures, within the time sensitive deadlines inherent in the legislation; and giving evidence at court in order to secure forfeiture of cash where appropriate.
- Promote and apply the use of relevant legislation and orders as a means of disrupting organized criminal gangs using the railway network.
- Conduct reactive and proactive investigations; undertaking the preparation and submission of evidence fundamental to the conviction and confiscation process post-conviction.
- Provide advice and support in obtaining relevant orders, related to criminal and money laundering investigations
- Assist in PIP 2 level investigations when required for Major Incidents and Serious and Organised Crimes that require immediate use of resources.
- Represent the BTP at CPS/ Barrister case conferences as well as Magistrate and Crown courts as part of the case management process.
- Prepare and submit restraint applications to prevent the loss of criminal property / proceeds.

Continue on a separate sheet and attach if required

C. DIMENSIONS OF THE POST**Financial – Direct or Non-Direct**

- Responsible for ensuring that cash seizures are managed with integrity
- Responsible for ensuring that Confiscation proceedings are managed professionally with a view to the realisation of criminal assets thereby removing the incentive to commit crime
- Responsible for promoting Proceeds of Crime Act and associated legislation as a means to investigate acquisitive crime

Staff Responsibilities – Direct or Non-Direct

None

Any Other Statistical Data

- Responsible for recording actions of own work load in line with the KPI guidelines and managing the and maintaining Continuous Professional Development tasks set by the NCA

D. PRINCIPAL ACCOUNTABILITIES:

- Work with specific responsibilities as defined by the Financial Investigator supervisor to assist in all aspects of criminal investigation work involving financial lines of enquiry.
- Identify parties holding relevant material, prepare documentation and attend court to obtain court orders under the Proceeds of Crime Act 2002, ensuring compliance with relevant codes of practice. Serve authorities / court orders upon relevant organisations / individuals; procure documentation / exhibits in accordance with force policy and current legislation and to provide advice to Police officers in the obtaining of Court order under the PACE.
- Ensuring applications for Production orders are reviewed and that they are proportionate, ethical and a necessary means to obtain such material in respect of the 'PRIVACY' article under the Human Rights Act.
- Identify parties' holding relevant material, prepare relevant documentation and attend court to give evidence and secure court orders under POCA; ensuring compliance with relevant codes of practices.
- Identify all material required from all available sources, developing and presenting that information in an accurate and comprehensive financial statement, under the relevant legislation for use in Confiscation proceedings at court, and attend court to give evidence when required.
- Prepare and maintain detailed schedules of all material / exhibits gathered in the course of an investigation. Produce schedules of appropriately classified material for use in court proceedings.
- Prepare legal documentation and assist the Crown Prosecution Service in accordance with local agreements in relation to the obtaining of Restraint Orders under the appropriate legislation.

- **Prepare schedules of appropriately classified material for use in either criminal and / or civil court proceedings.**
 - **Monitor, manage and record an individual workload, to meet each target date, for the preparation of reports and submission of documentation and assist in achieving divisional targets for confiscation orders and values.**
 - **Assist Area in the proactive enquiries into financial disclosures (SARS) disseminated from the Economic Crime Unit or as part of Area investigations and to support and develop intelligence packages as required.**
 - **Undertake the role of Financial Investigation Liaison Officer to specialist departments and Areas providing support, assistance, training and advice to encourage the use of money laundering & confiscation proceedings in tackling crime. This will include providing a local NCA approved point of contact with the Financial Sector for Bank enquiries.**
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- **Carry out evening and weekend on call Rota for FI duties.**
 - **To lead and manage cash seizure investigations, attending court to make relevant applications and to ultimately present evidence to the court to secure its forfeiture under POCA where the circumstances are appropriate**
 - **Record and prepare reports and submit documents in order to assist in achieving divisional targets for confiscation orders and meeting the Forces KPI as necessary**
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- **Prepare and submit restraint applications for the purposes of preventing the loss of criminal property.**
 - **Assist the Major Crime Investigation unit as required.**
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*Continue on a separate sheet and attach if required***E. CONTACT WITH OTHERS:****Internal****All employees****External**

- **Crown Prosecution Service, and Counsel. Police Forces. Financial institutions, Land Registry & various other professional bodies.**
- **Other UK and International Law enforcement agencies targeting financial crime, UK and International banking organisations.**

F. EXPERIENCE, KNOWLEDGE, QUALIFICATIONS AND TRAINING:**Essential Criteria**

- Full current UK/European driving license
- Knowledge of and ability to operate computerised databases and spreadsheets
- Willingness to travel to all Force areas
- The ability to prepare and present case material to an acceptable standard including: Recording and retaining evidence, distinguishing between evidence and unused material, identifying unused material which might undermine a prosecution case.
- Can demonstrate the ability to compile complex financial reports
- Previous relevant and recent experience in conducting investigations in a financial environment
- Basic Knowledge of accountancy procedures
- To display an exceptionally high degree of confidentiality and discretion
- Maintenance of NCA accreditation through the Continual Professional Development scheme.
- PEACE interview techniques including the ability to interview suspects witnesses and victims.
- The ability to plan and manage criminal investigations.
- A knowledge of search and seizure powers under the PACE Act 1984.
- Familiarity with the court environment and in particular an awareness of the role of prosecuting lawyers.
- PIP level 2 accredited Detective with relevant and recent experience
- Highly motivated individual, with a recent and relevant proven investigative experience in both criminal and POCA cases.
- Highly Experienced Accredited Financial Investigator with Part 2, 5 and 8 powers
- Detailed understanding of proceeds of crime act legislation
- Current and previous experience of complex fraud investigation/money laundering investigations

Desirable Criteria

- Has attended and passed NCA Confiscation and S47 Course
- Has knowledge of relevant criminal law in respect of criminal investigations and financial investigations.
- Has demonstrated/evidenced a high standard of analysis and pertinent recommendations in respect of NCIS disclosures.
- Has completed and passed NCA Money Laundering & Advanced Financial Investigation Course

Continue on a separate sheet and attach if required

G. ANY ADDITIONAL INFORMATION (including any particularly challenging/difficult aspects of the job)

- To have demonstrated / evidenced a high standard of analysis and pertinent recommendations in respect of NCA disclosures.

Continue on a separate sheet and attach if required

AUTHORISATION DETAILS:

Prepared By: _____ Date: _____

Authorised By: _____