



Role Title:	Financial Investigator
Grade:	Scale SO1/2
Responsible to:	Detective Sergeant
Responsible for:	No Supervisory Responsibility
Liaison with:	Police Officers, Police Staff, General Public, External Organisations, Agencies and Partnerships
Required Vetting Level:	DV (Developed Vetting)
Date Published:	29 th May 2018

Role Purpose	<p>To use financial investigation techniques to support the investigation of national and regional counter terrorism and extremism investigations to obtain evidence of offence under the Terrorism Act 2000, Anti-Terrorism, Crime and Security Act 2001, Proceeds of Crime Act 2002, Terrorist Asset Freezing Act 2010 and other Counter Terrorism and Domestic Extremism related legislation.</p> <p>To research and develop financial information sources in order to contribute to the development of intelligence in support of covert and overt investigations, identifying potential opportunities to convert intelligence into evidence that is gathered, secured and preserved in a manner which meets criminal evidential standards, as well as identifying that which can only be used in an intelligence context.</p> <p>To investigate, trace and identify assets that have used to fund or facilitate criminal, terrorist or extremist activity in order to secure confiscation, conviction or to provide intelligence.</p> <p>To promote and give advice, guidance and direction to police forces in the use of asset confiscation / money laundering as a pro-active tool in fighting crime.</p>
Main Responsibilities	<p>Advice and Guidance</p> <ul style="list-style-type: none"> • Assess personal requirements of customers (including members of the public) and provide adequate support, advice and guidance • Provide advice and guidance on escalated, varied and complex issues relating to area of work • Resolve complex problems independently, referring major issues to senior colleagues • Identify and escalate serious problems <p>Business Improvement</p> <ul style="list-style-type: none"> • Contribute to the identification, proposal and implementation of developments and improvements to the area, unit or project for the mutual benefit of the region, force and customers <p>Organisation / Planning</p> <ul style="list-style-type: none"> • Plan and organise work to complete it within set framework, standards & timescales • Organise and schedule events / meetings as directed

	<ul style="list-style-type: none"> • Implement and contribute to service strategy as directed • Develop, propose and implement an approved project / business plan for the unit, subject or function • Identify and seek approval for the deployment of suitable resources for the subject area or project to deliver its objectives
	<p>People Management</p> <ul style="list-style-type: none"> • Monitor and allocate workload within a team • May supervise staff through following force policy and monitoring performance levels • Assist team in the preparation and use of equipment and techniques, and advise on any specific aspects of work within own area
	<p>Policies & Strategies</p> <ul style="list-style-type: none"> • Research, review and draft policies • Monitor and reports on policy implementation to ensure compliance and identify issues / problems
	<p>Project Management</p> <ul style="list-style-type: none"> • Organise and manage the day to day delivery of subject area or projects including preparing and planning of resources
	<p>Risk Management and Legal Compliance</p> <ul style="list-style-type: none"> • Identify risks within own remit and mitigate, and inform others on risks • Ensure unit meets its obligation with regards to Health & Safety and escalate serious problems • Monitor and ensure compliance with all regulations and policy guidelines • Identify risks, measure impact and provide advice on findings • Meet obligations with regards to associated legislation
	<p>Other</p> <p>Customer Service and Representation To present a positive image and service to both internal and external customers Individuals are required to effectively engage with internal and external customers at all levels, in order to provide a high quality standard of service Maintain confidentiality in relation to data protection issues and Management Of Police Information standards</p> <p>In addition, the post holder must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity, change the general character or level of responsibility of the post.</p>
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Must have a good standard of education to at least 'A' level or equivalent standard, or demonstrate equivalent skills and abilities. • A current and full UK driving licence (must have the capability to travel to different locations in the region and the wider national CT network, and due to requirements to work flexibly, working unsocial hours on occasions and at short notice; and potentially lone working; public transport may not be available or suitable at these times). • Valid NPIA financial investigator accreditation or working towards this accreditation (includes valid (NPIA 12 month voluntary) suspended accreditation or within 3 years of a lapsed accreditation and subject to a successful NPIA re-accreditation).

Skills	<p>Essential</p> <ul style="list-style-type: none"> • Must be computer literate and proficient in Microsoft applications • Evidence of undertaking complex financial investigations to successful outcomes. • Excellent interpersonal communication skills, including experience of negotiating and persuading, and of confidence to communicate with senior officials of UK and foreign financial institutions and also Circuit and High Court Judges in Chambers. • Ability to deliver presentations (written, graphical and statistical) and engage in briefings and meetings within a police and agency environment. • Good IT skills: must be computer literate and proficient in Microsoft applications. • Proven experience of working with confidential information, and of maintaining an exceptionally high level of confidentiality. • Proven ability to work effectively with minimum supervision and under pressure, prioritise workloads and provide accurate work within tight deadlines. Self-motivated with excellent time management skills. <p>Desirable</p> <ul style="list-style-type: none"> • Welsh Language Level 2 - Can understand the essence of a conversation in Welsh, and can convey basic information and respond to simple requests in Welsh. Can use Welsh to transfer telephone calls. Can introduce oneself and others by name, role, and location/organisation. Can contribute in a meeting partly in Welsh. • Experience of covert investigation techniques
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Must have a good knowledge relevant legislation, including Terrorism Act 2000; Anti-Terrorism, Crime and Security Act 2001; Proceeds of Crime Act 2002; Terrorist Asset Freezing Act 2010 and other Counter Terrorism and Domestic Extremism related legislation as well as RIPA and ECHR legislation • Experience in a police or partnership agency environment with understanding of the workings of the National Intelligence Model (NIM).
Personal Qualities	<p>Serving the Public</p> <p>Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests</p> <p>Understands the expectations, changing needs and concerns of different communities and strive to address them</p> <p>Builds public confidence by talking to people in local communities to explore their viewpoints and break down barriers between them and the police</p> <p>Understands the impact and benefits of policing for different communities and identifies the best way to deliver services to them</p> <p>Works in partnership with other agencies to deliver the best possible overall service to the public</p> <p>Professionalism</p> <p>Acts with integrity, in line with values of the Police Service</p> <p>Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations</p> <p>Acts on own initiative to address issues, showing a strong work ethic and putting</p>

	<p>in extra effort when required Upholds professional standards, acting honestly and ethically and challenges unprofessional conduct or discriminatory behaviour Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required</p> <p>Openness to Change Positive about change, responding flexibly and adapting to different ways of working Finds better, more cost effective ways to do things, making suggestions for change Takes an innovative and creative approach to solving problems Asks for and acts on feedback, learning from experience and developing own professional skills and knowledge</p> <p>Service Delivery Understands the organisation's objectives and priorities and how work fits into these Plans and organises tasks effectively, taking a structured and methodical approach to achieving outcomes Manages multiple tasks effectively by thinking things through in advance, prioritising and managing time well Focuses on the outcomes to be achieved, working quickly and accurately and seeking guidance when appropriate</p> <p>Decision Making Gathers, verifies and assesses all appropriate and available information to gain an accurate understanding of situations Considers a range of possible options before making clear, timely, justifiable decisions Reviews decisions in light of new information and changing circumstances Balance risks, costs and benefits, thinking about the wider impact of decisions Exercises discretion and applies professional judgement, ensuring actions and decisions are proportionate and in the public interest</p> <p>Working with Others Works co-operatively with others to get things done, willingly giving help and support to colleagues Is approachable, developing positive working relationships Listens carefully and asks questions to clarify understanding, expressing own views positively and constructively Persuades people by stressing the benefits of a particular approach, keeps them informed of progress and manages their expectations Is courteous, polite and considerate, showing empathy and compassion Deals with people as individuals and address their specific needs and concerns Treats people with respect and dignity, dealing with them fairly and without prejudice taking a non judgemental approach regardless of their background or circumstances</p>
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All individuals of WECTU must display the qualities to be able to work in an organisation with minority groups and provide service to minority groups in communities. They must show that they are able to contribute to an open, fair working environment where inappropriate behaviour is not permitted. They

must display no evidence of the likelihood to contribute in any way to work place bullying or any other form of discriminatory behaviour.

Method of Assessment

When completing your application please ensure you only complete the sections marked below as these are the sections you will be marked against for the shortlisting stage of your application.

	Shortlisting
Qualifications	Yes
Skills	Yes
Knowledge	Yes
Personal Quality – Serving the Public	Yes
Personal Quality – Professionalism	Yes
Personal Quality – Openness to Change	
Personal Quality – Service Delivery	
Personal Quality – Decision Making	
Personal Quality – Working with Others	Yes

SUPPORTING INFORMATION TO ROLE PROFILE

The role covers a variety of areas:

Confiscation:

Identifying and seeking confiscation of recoverable assets in respect of investigations undertaken through the identification of parties holding relevant material, determining which legislation is applicable and prepare necessary documentation for obtaining Court Orders upon relevant organisations / individuals, and processing documentation / exhibits in accordance with policy guidelines and current legislation

Money Laundering:

Investigation of the finances of known or suspected criminals and organised crime groups with a view to the prosecution of money laundering offences as defined by Part 7 of the Proceeds of Crime Acts 2002, conduction financial enquiries associated with ongoing criminal investigations including the examination of companies, organisations, individuals and properties in order to identify and obtain evidence and intelligence in relation to money laundering.

As required to investigate financial intelligence from suspicious activity reports made by the Regulated Sector, with a view to identifying whether any circumstantial activity (particularly money laundering offences) is, or has been taking place and facilitate the seizure, retention and forfeiture of cash in accordance with Part 5 Proceeds of Crime Act 2002 and provide advice and guidance to Forces in this respect.

Maintain confidential and ethical liaison with banks, building societies, other financial institutions and businesses within the Regulated Sector and Credit Reference Agencies to progress money laundering investigations effectively and liaise with international investigative bodies in respect of global money laundering issues directly linked to money laundering activity in the Wales region

Terrorism:

Knowledge and experience of relevant crime and terrorism related legislation to ensure effective applications for Production (and other) Orders under the Terrorism Act 2000 (and other relevant legislation) for financial information to support both covert and evidential investigations linked to funding terrorism or violent extremism

General:

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Individuals will be required to attend all necessary and relevant training in respect of their role.