

Fraud Investigator Job Family – Technical

Grade: F	Department: Economic Crime Team
Location: Headquarters	Security Vetting: MV & CTC
Role Specific Requirements/ Restrictions:	None
Role Specific Hazards:	Manual Handling, Mental Health, Noise, Lone Working, Confrontation, Display Screen Equipment
System Access Requirements:	PNC, PND, Information Assets, MyTrent Manager Self Service, ANPR BOF Viewer, Pronto, Sickness Recording, Tasking (DMS), Working Time Recording, Storm, QAS, External email, Intelligence, Holmes, Intel, Crime, Briefing, CMS, Compact, Warrants Clickview, Charter, CDA, NCALT, Digital Portal, PNI, info assets.

Role Purpose

To undertake fraud investigations of a complex nature as directed by the Fraud Squad Manager and to investigate the financial affairs of persons and organisations under criminal investigation.

Role Specific Tasks

1. Deal promptly and effectively with fraud investigations, as directed.
2. To carry out interviews with suspects, victims and witnesses as necessary.
3. To ensure that process and other files are submitted within specified time limits.
4. To carry out financial investigations by identifying, tracing and quantifying assets and assessing the benefit from criminal activity.
5. To present findings of investigations to colleagues, other forces and agencies, and for evidential purposes in criminal and civil courts.
6. To attend court and give evidence on investigations.
7. To liaise with colleagues, other police and law enforcement agencies, regulators, financial institutions and other bodies so as to promote the free flow of information and intelligence.
8. To assist in training colleagues in appropriate matters, to attend conferences, seminars and courses both within and outside the Force, representing the Force as appropriate.

Role Generic Tasks

9. To communicate through the medium of Welsh to a level 1 standard or be prepared to achieve this within 6 months of appointment [Click [here](#) for the DPP Welsh Language requirements].
10. To deliver advice and guidance to the point of resolution.
11. To undertake activities and administrative tasks as required.
12. To provide an effective and efficient service to both internal and external customers ensuring confidentiality is maintained at all times.
13. To communicate effectively with internal and external customers.
14. To ensure force systems are maintained and updated effectively in line with business processes.
15. To ensure all work is undertaken is compliant with relevant legislation and force policies and procedures, keeping up to date with emerging technologies and best practise.
16. To comply and act in accordance with relevant legislation, Dyfed-Powys Police Policies and protocols, including Code of Ethics, Development Assessment Profile (DAP), Equal Opportunities, Health & Safety, Management of Police Information, Data Protection and Information Security.

To view descriptors of the level of responsibility required of this role please [click here](#).

Note: This job description is provided to give post holders a broad outline of the job activities of this post. Dyfed-Powys Police may require other duties to be undertaken which are not necessarily specified on the job description but which are commensurate with the scale of the post. The job description may be amended from time to time within the scope and level of responsibility relevant to this post.

Skills / Attainments [to be evidenced on application]

Only evidence against these **FIVE** attainments on your application form

	1. Must be qualified to Degree/HND standard or equivalent in a business/ Finance/ Accounts subject or possess substantial work experience bringing the role holder to a comparable level. (E)
	2. Must have previous investigative experience within an audit, fraud or similar financial investigation area. (E)
	3. Must possess professional accreditation in the specialist area, or be prepared to successfully achieve this accreditation within 12months of commencing in role (E)
	4. Must be computer literate, proficient in the use of Microsoft Word and Excel (E)
	5. Must be able to travel within the force area as required by the role (E)

Other skills / experience / knowledge needed for the role and may be assessed during the interview process

	1. Must have a good level of interviewing skills and an understanding of the appropriate techniques. (E)
	2. Should have knowledge of the law with respect to fraud matters and requirements. (D)
	3. Must have a proven ability to work effectively with a minimum of supervision, organising and prioritising own workload (E)
	4. Must have effective written and oral communication skills, with an ability to communicate with people at all levels of the organisation (E)
	5. Must demonstrate a practical approach to problem solving (E)
	6. Must demonstrate proficiency at working to a high degree of accuracy and show attention to detail (E)
	7. Must have effective keyboard inputting skills (E)

KEY: (E) – Essential / **(D)** – Desirable

Please Note: At interview candidates will be assessed against the criteria detailed in the following link [Click here](#). Further details on the interview process are provided as part of the candidate information pack.