HMI CATEGORY CODE:
DIRECTORATE: NWROCU
AREA/DEPT: Regional Asset Recovery Team
JOB TITLE: **Financial Investigator**
REPORTS TO: Detective Sergeant
CURRENT RANK/GRADE: **F**
DATE: November 2014

1. JOB PURPOSE: (Briefly state your job's overall objectives. To.....")

To provide NWROCU and ECT with a capability to conduct comprehensive financial investigations in order to identify, locate and confiscate the criminally derived assets of organised crime groups and individuals across the Region and to assist in the investigation of any crime.

2. PRINCIPAL ACCOUNTABILITIES:

(Describe the important end results you are expected to achieve).

a) Identify, restrain and confiscate the proceeds of criminal activities held by organised crime groups and other criminals impacting upon the NW Region including the compilation of prosecutors' statements for presentation to the Courts in compliance with the confiscation legislation thus assisting the Courts in the determination of confiscation orders and certificates of benefit.

b) Obtain relevant orders from the courts under various legislation to effectively facilitate the investigation of crime and the identification and confiscation of criminal assets.

c) Maintain confidential liaison with Banks, Building Societies, other financial institutions and businesses within the Regulated Sector and credit referencing agencies to effectively progress financial investigation.

d) Develop and prepare appropriate financial profiles in consultation with Intelligence and Security Bureau to enable effective tasking and co-ordination under the National Intelligence Model and to assist in the investigation of major incidents.

e) Maintain liaison with international investigative bodies in respect criminally derived assets that may be held abroad and to confiscate those assets using mutual legal agreements.

f) Promote and give direction to the NW Region in respect of the use of financial investigations as a pro-active tool in the fight against crime.

g) Identify and disseminate information to the NW Region in respect of money laundering trends internationally, nationally and locally in order to promote best practice.

h) Facilitate the civil seizure, retention and forfeiture of cash in accordance with Part 5, POCA 2002 and provide advice and guidance in this respect.

i) Develop partnerships and work together with partner agencies in the area of financial investigation to ensure a best value approach is applied and that best practice is identified.

j) Provide mentoring to staff in accordance with the national Financial Investigator Training Programme and deliver any other training in respect of financial investigation.

3a. KNOWLEDGE AND EXPERIENCE:

(What kind of knowledge, skills and experience are necessary to enable satisfactory performance in the job and why are they necessary?).

The post holder should have the ability to undertake financial investigations. This post demands an in depth knowledge of the law, practice and procedure in relation to the identification of criminally derived assets, its restraint where necessary and confiscation. To undertake the role the post holder needs to successfully complete the national Financial Investigator Training Programme.

In respect of financial investigations, a good knowledge of banking systems, the ways in which money and other assets are held, the international movement of money and other valuable considerations are required to undertake investigations.

A knowledge and understanding of the investigative techniques, both conventional and covert, employed on pro-active operations targeting organised crime groups at all levels is required to enable investigations to be undertaken correctly.

The post holder must possess the following pre-required skills before attending the Financial Investigator Training Programme:-

- Basic interview techniques including the ability to interview suspects, witnesses and victims in accordance with current legislation, policies, procedures, codes of practice and guidelines in relation to the conduct of interviews. (PEACE/BITS models).
- Basic IT skills including word processing.
- The ability to plan and manage a basic criminal investigation.
- A broad knowledge of search and seizure powers under PACE.
- The ability to prepare and present case material to an acceptable standard including:
    - Recording and retaining evidence.

- Distinguishing between evidence and unused material in accordance with the principals of disclosure.
- Identifying unused material which might undermine a prosecution case.

♦ Familiarity with the court environment and procedures including:
- An awareness of the role of prosecuting lawyers.
- The requirement to present evidence in a clear, confident and ethical manner.

♦ A good level of literacy and numeracy.

The post holder should be a police approved driver and be prepared to use their vehicle to undertake police enquiries.

3b. (Does your post require any Police Powers, and if so what are they, and why are they necessary?)

The post holder will be a Designated Officer under Part 2 of Scheduled 4 of the Police Reform Act 2002 in respect of investigating officer powers appertaining to their role as a financial investigator.

Financial Investigator accreditation from the National Crime Agency is required to enable the post holder to operate under the Proceeds of Crime Act 2002. This will be achieved by successfully completing the National Financial Investigator Training Programme.

4. RELATIONSHIPS:

a) Supervisory responsibilities:

None

b) Supervision Received:

Direct supervision by the Detective Sergeant, RART. Line management is provided by the Detective Inspector, ECT.

c) Other Contacts:

i) Within NWROCU:

Regular contact with Senior Investigating Officers. (local business areas and Departments), Investigating Officers, Intelligence and Security Bureau (including Technical Support Unit), Field Intelligence Development Officers and NWROCU officers regarding financial investigations.

ii) Outside NWROCU:

Regular confidential liaison with Banks, Building Societies, other financial institutions and businesses within the Regulated Sector and credit referencing agencies to effectively progress financial investigation.

Regular contact with Government Agencies, National Crime Agency, Crown Prosecution Service, other Forces, Local Authorities, Inland Revenue and Private Sector Companies regarding financial investigations.

As and when required liaison with international investigative bodies in respect criminally derived assets that may be held abroad and to confiscate those assets using mutual legal agreements.

5. CONTEXT:

a) ***Operating Environment*****:** (Services provided, work patterns, who are the customers)

Post holder will work within the Force flexitime scheme but should have a flexible approach to working hours as the post may require travelling outside the Regional area.

The service provided is in support of NW Regional criminal investigations. The work is complex and diverse particularly in relation to compliance with the various legislation, which deal with the investigation into money laundering and the confiscation of the proceeds of crime and drug trafficking.

b) ***Framework and Boundaries*****:** (Policies and procedures which affect you and how these can be changed).

The primary legislation under which the post holder will operate is the Proceeds of Crime Act 2002. However they will also operate under various other legislation, some of which will ultimately be completely replaced by the POCA 2002.

Misuse of Drugs Act 1971
Police and Criminal Evidence Act 1984
Criminal Justice Act 1988
Drug Trafficking Act 1994
Proceeds of Crime Act 1995
Money Laundering Regulations 1993 and 2001

c) Organisation**:** (For each type of post that reports directly to you, outline below the posts overall responsibilities).

N/A

6. DIMENSIONS: (Indicate in quantitative terms, key areas on which your job has an impact).

Financial: N/A

Staff: N/A

Other: N/A

7. JOB CHALLENGES: (Describe the most challenging or complex parts of your job).

There is now a greater emphasis placed on taking the profit out of crime and the importance of financial investigation in the investigative process. The Proceeds of Crime Act 2002 provides great opportunities to assist in the fight against crime and in particular, the use of new powers to conduct financial investigations. The post holder will be a member of a dynamic investigation team, at the forefront of one of the main thrusts of the Government Asset Recovery Strategy.

8. ADDITIONAL INFORMATION:

(Provide any further information, not included in your previous answers, which you consider would assist others to achieve a better understanding of your job).

N/A

9. Organisational Chart:

