



JOB DESCRIPTION QUESTIONNAIRE (J.D.Q.)

HMI CATEGORY CODE:

DIRECTORATE: North West Regional Organised Crime Unit
AREA/DEPT: **INTELLIGENCE HARM REDUCTION**
SECTION: **RESEARCH & ANALYSIS**
JOB TITLE: **FINANCIAL INTELLIGENCE ANALYST**
REPORTS TO: **INTELLIGENCE MANAGER**
CURRENT RANK/GRADE: **E**
DATE: **AUGUST 2025**

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

Examine, analyse and summarise the financial accounts of individuals, companies and other organisations that are subjects of NWROCU investigation or, are of other interest to NWROCU. To identify irregularities and discrepancies, establish criminal offences, and identify and trace criminal assets through analysis of financial records. To highlight emerging financial crime trends and threats that result from analysis of available data.

2. PRINCIPAL ACCOUNTABILITIES:

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

- a. POCA analytical support – Be able to trace the proceeds of crime in cases where money laundering or confiscation is a feature, to minimise loss to victims, maximise returns to law enforcement, to ensure evidence and to provide evidence to justify orders of restraint and confiscation. Application of financial analysis to a complex and dynamic investigation.
- b. Fraud analytical support – Be able to use Altia Toolkit or similar software, to assist fraud investigators by collating, researching and analysing financial information and presenting such information in an appropriate manner. Maximise the use of specialist software to support analysis, interpretation, storage, and presentation of complex data to meet the needs of the audience in the most effective and efficient

way. To assist the SIO formulate accurate investigative strategy and resource allocation

- c. Preparation of supporting evidential material – Be able to provide guidance and advice to ECT investigation officers and prosecution agencies on the interpretation of financial evidence as above. Liaise with intelligence managers/ investigating officers/senior responsible officers to formulate clear terms of reference and to clarify scope of analysis. Prepare evidential documents for court as requested including witness statements and supporting analytical products. Attend court and CPS/ Barrister conferences to present.
- d. Specific search advice – Be able to attend operational searches as requested to provide guidance and advice in respect of financial/ accounting evidence found at scenes.
- e. Analyse a wide range of data from a variety of sources to identify and effectively manage problems, patterns, trends, or series of offences to ensure that resources are effectively targeted at strategic and tactical issues affecting the National/Regional/Force picture. Produce meaningful analytical strategic and tactical assessments, utilising all analytical products and techniques in order to direct SOC system tasking.
- f. Use appropriate analytical tools and techniques to interpret gaps, patterns and trends, assess threat, risk and harm. Develop inferences and hypotheses that go beyond the facts, to assess threat, harm and risk and identify intelligence/information gaps. Test these inferences and hypothesis using structured analytical techniques (SATs) and make SMART recommendations in support of decision-making prioritisation and resource allocation. Ensure assessments give the decision maker an understanding of the confidence and likelihood of an outcome, using standard probability language.
- g. Take a leading role in the intelligence collection process by collecting and evaluating data and information to identify and highlight intelligence gaps. Direct, advise and support the development of Intelligence Researchers in the structured collection and collation of data and maintenance of databases for use in analysis. Contribute to the creation of intelligence collection plans and take ownership to focus appropriate resources to drive activity.
- h. Develop and maintain relationships with key internal and external stakeholders and partners, to share data, information, and analysis, and collaborate where appropriate to maximise efficiency and impact, considering all sensitivities and adhering to all legal requirements and data sharing agreements.

- i. To be fully conversant and compliant with Organised Crime Group Mapping (OCGM) and Management of Risk in Law Enforcement (MoRiLE) assessments and its role in tackling serious and organised crime, be able to effectively manage and perform analytical functions on OCGM at a Regional level and support the mapping and MoRiLE process at a National/Regional/Force level.
- j. Attend all required training and undertake Continuous Professional Development (CPD) to ensure current skills and knowledge of analytical techniques, specialist software and relevant legislation is maintained. Contribute to the development and application of analytical tools and techniques and engage with the national analysis community to ensure products adhere to best practice.
- k. Be accountable for all Health and Safety issues, including risk assessment, pertaining to the post holder's area of responsibility in order to fulfil the statutory obligations of the Health and Safety at Work Act 1974
- l. Undertake all responsibilities relating to information management, data quality and information sharing, intelligence and information security to ensure accordance with the Authorised Professional Practice (APP) on Information Management, issued by the College of Policing

3(a) KNOWLEDGE AND EXPERIENCE:

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

- a) Fully conversant with intelligence analysis techniques as set out by the National Intelligence Model (NIM) minimum standards, NPIA Practice Advice on Analysis 2008 and College of Policing Authorised Professional Practice.
- b) AAT qualified, Educated to Degree level or equivalent relevant professional qualification.
- c) To have a proven ability of effectively utilising a wide variety of necessary specialist IT systems and knowledge of the analytical processes and products to schedule financial information both for fraud investigation investigations. Be fully conversant in Microsoft Office products such as Word, Excel and PowerPoint, to present data, products, and assessments clearly for a variety of audiences with differing requirements.
- d) Have knowledge of the Regional Control Strategy, relevant emerging issues, and trends, to support your decision-making processes in order to provide effective intelligence products and assessments to internal and external customers.

- e) Self-motivated and able to use own initiative. demonstrating professional curiosity, taking ownership for problem solving and be willing to be a driving force in coordinating resources and implementing recommendations to address financial crime.
- f) Ability to negotiate and influence to ensure analytical resources are used to best effect in the commissioning of products or services, and that issues are prioritised and resourced according to analytical recommendations. Ability to plan and organise own workloads and that of Researchers and other similar posts, to meet the needs of the NW ROCU.
- g) High level of interpersonal skills with the ability to deal with people at all levels of the organisation along with key stakeholders/partner agencies in order to develop a two-way exchange of intelligence/information, working collaboratively, building and maintaining strong working relationships.
- h) Be fully conversant with relevant legislation and practice, including the National Intelligence Model (NIM), Regulation of Investigatory Powers Act (RIPA 2000), European Convention of the Human Rights Act (ECHR 1953), Management of Police Information (MOPI 2005), Data Protection Act (DPA 2018), Criminal Procedures and Investigation Acts (CPIA 1996) and the Intelligence Professionalisation Programme (IPP).
- i) Accredited Financial Intelligence Officer or the willingness & ability to become an FIO and maintain the professional qualification.
- j) National Intelligence Analyst Trained (NIAT) or willingness to undertake training.
- k) Proven ability to present in verbal and written communication analytical products demonstrating excellent visual communications skills in order to facilitate the presentation of complex data in a simple and understandable format. This should include experience in the preparation of documentary evidence for Court that complies with the legislative requirements of the judicial process.
- l) Lateral thinker with the ability to handle and assimilate large amount of data and be able to produce assessments for both expert and non expert audience
- m) Responsible for becoming an IPP certified intelligence professional and completing all training linked to their role's core competencies to reach a standard of nationally recognised occupational competence.

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

N/A

4. RELATIONSHIPS:

(a) ***Supervisory responsibilities:***

Financial Intelligence Analysts will not have any supervisory responsibility, however, there is the expectation that Analysts will be proactive in directing Intelligence Researchers to assist with research and intelligence collection to identify issues, maintain accurate databases and fill intelligence gaps.

Coach and/or mentor less experienced colleagues.

(b) ***Supervision Received:***

The postholder will report directly to the Intelligence Manager but will be expected to use own initiative, work with minimum supervision, and drive their area of business with customers, stakeholders, and other partners to ensure issues are addressed timely.

Postholder will be aligned to the Economic Crime Team, therefore Financial Intelligence Analysts may also be tasked by the Supervision of the team they are aligned to, however will be supervised by and seek professional analytical advice, guidance and development from Intelligence Manager.

(c) ***Other Contacts:***

(i) ***Within North West Region:***

Regular contact and/or attendance at meetings with Police Officers of all ranks, Police Staff of all grades and embedded partners agencies and units within NW ROCU and NW Regional Forces to exchange intelligence / information where appropriate and brief personnel as required on intelligence and other relevant matters.

(ii) ***Outside North West Region:***

Regular contact and/or attendance at meetings with the 6 North West Forces, other Forces and Regions, other Law Enforcement Agencies, key Partner Agencies to exchange intelligence/information and data sharing where appropriate and brief personnel on intelligence or other relevant matters.

5. CONTEXT:

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

Must ensure that a high quality of service is provided to all NW ROCU staff and customers. Customers will include personnel from other

Forces, Regions, and law enforcement agencies including NCA, key partner agencies and key stakeholders.

There are multiple designated working areas across NWROCU where Research and Analysis teams are embedded. The postholder at any time during their employment can be required to primarily report to and work from another NWROCU building, as directed by operational or departmental requirements. The postholder can be required at any time to work in any of the Research and Analysis teams within the portfolio, as directed by operational or departmental requirements.

Post holder will work with the NWROCU flexi-time scheme but should have a flexible approach to working hours due to the unpredictable nature of the emergency services.

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

Work in accordance with National Intelligence Model (NIM) frameworks, national guidance, and Intelligence Professionalisation Programme (IPP) role profile as a minimum standard. The postholders should ensure that the working practices of the department are in line with legislation covered by the Regulation of Investigatory Powers Act (RIPA), European Convention of Human Rights (ECHR), Health & Safety, Data Protection Act (DPA), Management of Police Information (MoPI), Police Regulations and Discipline Codes, Proceeds of Crime Act, NWROCU plans and strategic assessments. Other legislation, Codes of Practice and NWROCU Policies relevant to the role.

- (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: Efficient use of internal staff resources and skills, leads to financial savings. Maximised returns from POCA through analysis. Maximised returns to victims of financial crime through analysis.

Staff: More effective use of resources and skill sets within ROCU. Specialist financial analysts are more skilled at tracing and evidencing money flows, allowing financial investigators and fraud investigators to manage a greater workload by removing this task from them.

Can impact on intelligence researchers and inputters when required.

Other: Delivery of Analytical products directly impacts on the ability of Senior Managers and partners to prioritise and allocate resources

effectively. Failure to do so could result in wasteful use of police resources.

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

This is a challenging and demanding role within the NW ROCU. In line with NIM the post holder must proactively analyse and present findings based on insightful, constructive and appropriate inferences and recommendations to the six North West forces, other law enforcement agencies, and key partner agencies and beyond, on organised crime groups causing the most significant harm across the North West.

In order to achieve this, the post holder must be a good communicator, self-motivated, innovative and be able to work as a team member in accordance with demands and the ever changing priorities of the role.

The role also requires the post holder to travel across the region and beyond and be temporarily prepared to work at other locations to maximise opportunities and fulfil their role.

Confidence in decision-making and ability to confidently communicate and negotiate at all levels. Personal responsibility for continuous professional development including up to date knowledge of changing intelligence analytical techniques and to be a creative thinker.

The postholder may be required to attend court proceedings to act as a witness on any investigation worked on.

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).

The Post Holder must maintain confidentiality and trust at all times and on all matters and may on occasions be required to deal with issues of a sensitive and /or confidential nature.

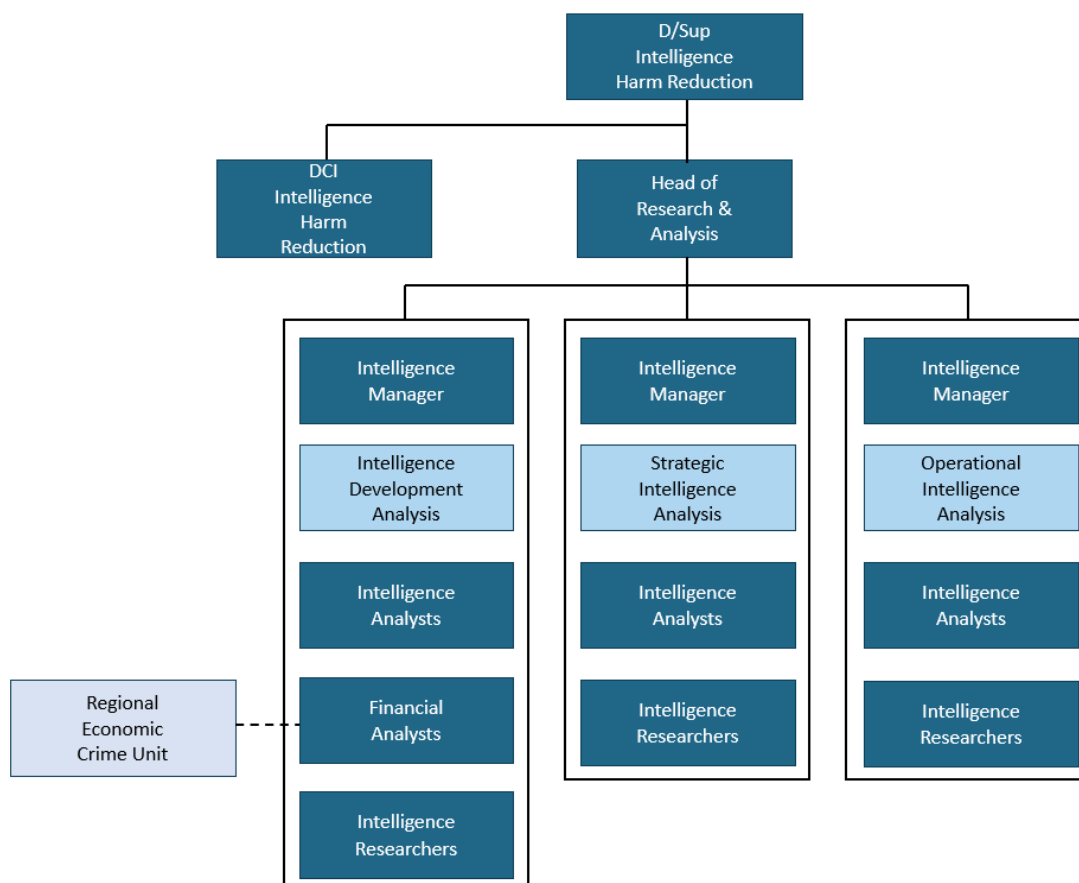
Post Holder must be Management Vetted and must hold Security Clearance. Depending on where the Post Holder is located and responsibilities of role, they may be required to be subject to additional vetting checks.

Possession of a full driving licence is desirable to allow travel as required.

The Analyst may as part of their role meet regularly with Prosecuting Counsel and CPS where a Financial strategy or other investigative strategy has been set and where post holder will deliver findings, such presentation may be required on Powerpoint. To have specialist knowledge and experience in the interpretation of financial data and to impart this knowledge and experience across the Region (as the need arises.)

The postholder will be expected to align themselves to NWROCU's Behaviour Framework and support and promote diversity and inclusion in the workplace.

9. ORGANISATIONAL STRUCTURE:



10. AGREEMENT OF QUESTIONNAIRE CONTENT:

(Please sign when completed)

POSTHOLDER'S NAME:
(Please print in block capitals)

POSTHOLDER'S SIGNATURE:

Date:

Extn:

MANAGER'S NAME:
(Please print in block capitals)

MANAGER'S SIGNATURE:

Date:

Extn