

Financial Investigator

District/Department	Districts/SCS	Rank/Grade	Band C/D
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Role purpose:	Responsible for providing the link between operational police officers and financial institutions, with the aim of recovering assets and exploiting opportunities for asset recovery across the whole spectrum of criminality from those convicted of criminal activity and managing the forfeiture process
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Key Accountabilities:	
<p><i>This is a career graded post, the higher level of grading (Band D) will be achieved upon successful completion of the National Crime Agency (NCA) Financial investigators training and on award of accreditation.</i></p> <p><i>Once accredited, continued CPD must be completed to maintain accreditation as a Financial Investigator (Band D).</i></p>	
<p>If required prepare financial profiles on persons and organisations subject to operational development or investigation at all levels of criminality, and to ensure the appropriate use and/or dissemination of intelligence and assist with interviews with prisoners as necessary.</p>	
<p>Identify the parties holding relevant material and prepare necessary documentation for obtaining Court Production Orders under the appropriate legislation.</p>	
<p>When necessary to attend as a financial expert when search warrants are executed to identify material of potential benefit to a financial investigation and ensure its seizure in accordance with PACE.</p>	
<p>To prepare financial statements for the Prosecutor in accordance with appropriate legislation, identifying the material required from all available resources, developing and presenting the information in a comprehensive format.</p>	
<p>To maintain a high level of knowledge of current legislation, money laundering typologies and commercial financial systems in order to provide professional expertise, advice and guidance to staff. To develop skills in identifying matters that may fall within the terms of Civil Forfeiture.</p>	
<p>Utilise appropriate computer facilities in the preparation of reports, production orders, spreadsheets and graphs to meet the requirements of individual investigations and prosecutions.</p>	
<p>To promote the use of POCA legislation across the force.</p>	
<p>To maintain requisite records to assist in the provision of information for performance measurement in accordance with the force Financial Investigation Policy.</p>	
<p>Play a full part as a team member in the Money Laundering Investigation Team improving systems and procedures and extending the range of information sources and outputs to enhance force and district investigative ability.</p>	
<p>To drive police vehicles</p>	
<p>To undertake personal safety/conflict management and First Aid training.</p>	
<p>To undertake Airwaves training.</p>	

Competencies/behaviours	
Please access the College of Policing website and refer to the Competency and Values for a definition of the values and essential behaviours for each required competency level.	
Competency	CVF Level
	Level 1 – Practitioner Level 2 – Supervisor/Middle Manager Level 3 – Senior Manager/Executive
We are emotionally aware	Level 1
We take ownership	Level 1
We are collaborative	Level 1
We deliver, support and inspire	Level 1
We analyse critically	Level 2
We are innovative and open-minded	Level 1
Core values for ALL employees:	
Integrity Impartiality	Public Service Transparency

Experience, Education and Skills: <i>Ideally between 4 and 6 of each</i>
Essential:
Prepared to undertake the National Crime Agency (NCA) Financial investigator training with Part 5 and 8 Proceeds of Crime Act (POCA) powers
Prepared to gain accreditation as a Financial Investigator by compiling and submitting a portfolio of evidence to the National Crime Agency (NCA)
Experience of working with computerised systems, including Microsoft Word, Access, Excel and the Internet
Must possess full driving license
Must be able to physically undertake personal safety training
Able to undertake training to achieve Professionalising Investigation Programme (PIP) Level 1
Able to produce clear and concise reports and other documents within best practice procedures
Able to breakdown a complex problem into component parts and determine appropriate action
Desirable:
Accredited Financial Investigator with Part 5 and 8 Proceeds of Crime Act (POCA) powers
Experience of analysing financial accounts
Obtained the National Crime Agency (NCA) confiscation course
Understanding of the court process and the presentation of evidence at court.

Successful completion of a Basic Investigators course
Knowledge of banking procedures