

## Role Profile

<b>A Post Details</b>	
<b>Job Title:</b> Financial Investigator	<b>Grade:</b> Constable
<b>Department:</b> MSOC Unit	<b>Division:</b>
<b>Reports to:</b> DS	Contract Type: Perm
Level of Vetting: <b>Security Check</b>	Numbers in Post: N/A
<b>B Purpose of the Post</b>	
<p>All Accredited Financial Investigators (AFI's) within BTP's Crime command provide expert analytical evidence to support criminal Investigations of acquisitive crimes carried out across the Force and to proactively remove the benefits accrued from criminality. To be at the forefront in mainstreaming financial investigation as per the guidance of "Extending Our Reach" as outlined by the Home Office report 2009. To take the lead in cash seizures by the service of the detention documents and through attendance at court until forfeiture or the cash is returned. To conduct reactive confiscation investigations, undertaking the preparation and submission of evidence pertaining to the confiscation process. To assist in pro-active enquiries by providing specialist advice and support to members of the Force, including the obtaining of restraint orders.</p>	
<b>C Dimensions of the Post</b>	
<p><u>Staff Responsibilities – Direct or Non-Direct:</u></p> <ul style="list-style-type: none"> <li>- Advice and Guidance to others, regardless of rank, as a Subject Matter Expert.</li> <li>- Liaise with instructed council on all confiscation matters</li> <li>- Liaise with CPS POC on all restraint and confiscation matters</li> <li>- Contact OIC of the criminal investigation, to ensure that they are aware of POCA opportunities for acquisitive crime and the material required to obtain orders and maximise criminal property recovery.</li> <li>- Liaise with OIC of investigations and highlight areas of weaknesses, gaps analysis and advise or direct in ways to address such issues.</li> <li>- Assist in training and awareness of officers and management as to the POCA opportunities and the correct process to ensure compliance pre- / post-conviction.</li> <li>- Highlight any areas of operational or reputational risk and inform management of such at the earliest opportunity.</li> </ul> <p><u>Statistical Data</u></p> <ul style="list-style-type: none"> <li>- Internal, Finance and Home Office systems are kept up to date of all allocated case activity for accounting and governance purposes.</li> <li>- Ensure data protection and GDPR rules are adhered to.</li> <li>- Ensure property is shown as properly disposed from internal property systems.</li> </ul> <p><u>Financial – Direct or Non-Direct</u></p> <ul style="list-style-type: none"> <li>- Ensure all relevant court orders are obtained prior to making referrals to the gatekeeper.</li> <li>- Advise Finance on potential risks regarding incoming or outgoing funds and comply with property and finance departments set procedures for recording the movement of funds.</li> </ul>	
<b>D Principal Accountabilities</b>	

- Providing accredited and dedicated expert financial analytical and investigative resources to identify, seize/restrain and confiscate the proceeds of crime, seeking to remove these from the convicted and where possible compensate victims.
- Draw on specialist skills to provide support and advice senior investigating officers to identify potential risks under POCA legislation, Data Protection and Human rights for live enquiries, as well as gathering evidence to support investigations. Direct and advise the appropriate resources to aid financial investigations on a wide range of operational and tactical investigations.
- Carry out triage and contact relevant authorities via set NCA procedures for threat to life enquires and respond with updates and findings to relevant officers of all rank.
- Provide statements and supporting documentation from specialised financial investigations, which provide evidence to support prosecutions as well as setting out criminal gain and identify realisable assets so that orders can be obtained and satisfied.
- Deal with referrals of areas where restraints and confiscations are required are referred to those qualified to carry out such actions within the unit.
- Make significant financial analytical contributions to influential force-level products including the Strategic Assessment of the investigations, the Control Strategy decisions using the National Decision-Making Model (NIM) whilst paying due consideration to legal requirements as set out under POCA legislation; towards any actions taken and recording these decisions with regards to proportionality, legal, appropriate and necessary (PLAN) principles.
- Prepare evidential packs for Civil cases and attend court as appropriate suitable for presentation at all POCA hearings (forfeiture)
- Prepare statements and evidential packs for all Criminal cases and present findings at Court as a witness.
- Advise investigators when POCA is not applicable but also when PACE orders and procedures are possible as another means to best obtain evidence.
- Conduct and Assist in pro-active enquiries by providing specialist advice and support to members of the national Force, including the correlation of financial intelligence and analysis.
- To take the lead in the investigation and management of cash seizures, within the time sensitive deadlines inherent in the legislation; and giving evidence at court in order to secure detention and forfeiture of cash where appropriate in line with current POCA legislation.
- Maintain awareness of innovation within POCA guidelines and legislation, to ensure implementation of latest techniques and tactics, best practice, and information relevant to the role.
- Identify, record and manage and refer any areas of reputational risk and risks to the operation or investigation.
- Conduct reactive and proactive investigations, undertaking the preparation and submission of evidence fundamental to the conviction and any subsequent referrals for restraint / confiscation process. Using powers under Part 2 and Part 8 POCA (as amended) as appropriate.
- Drafting witness statements for Orders under Section 41 POCA or applications for appropriate Orders under POCA Part 5.
- Attend court as required for all uncontested cash forfeitures and POCA applications in line with current POCA legislation.
- Analysing and presenting financial data to trace / show the extent and whereabouts of criminal benefit and realisable property, tracing assets in foreign jurisdictions.
- Using plain language and highlighting key messages to stakeholders.

- Responsible for identifying and promoting Money Laundering investigations as a means to investigating acquisitive crimes. Providing specialised analytic work to support this field.
- Responsible for ensuring that cash seizures, listed asset, civil recovery are managed with integrity and undertaking the preparation and submission of evidence. Provide statement and give evidence in civil and criminal proceedings.
- Prepare and maintain detailed schedules of all POCA material / exhibits gathered during the course of an investigation.
- Liaise with Intel analyst to provide suitable information to enhance i2 charts and mapping.
- Produce schedules of appropriately classified material for use in criminal court proceedings ensuring CPIA compliance.
- Provide advice and support in obtaining relevant PACE orders, for banking material related to serious criminal investigations.
- Play a pivotal role in high profile live-time investigations, conducting analysis in a fasttime and pressured environment, communicating findings directly to Senior Investigating Officers and the wider investigation team in an accurate and succinct manner. This may require out-of-hours working from different locations.
- Assist in Major Incidents and Serious and Organised Crimes that require immediate use of police resources. (DC only)
- Represent BTP at CPS / Barrister case conferences as well as Magistrate and Crown courts as part of the case management process.
- Take responsibility for obtaining POCA Production Orders at Crown Court; reviewing each application to ensure that it is proportionate, ethical and a necessary means of obtaining such information in respect of the 'Privacy' article under the Human Rights Act.
- Prepare and submit account freezing order applications to prevent the loss of criminal property / proceeds.
- To secure Financial Intelligence in order to assist in the development of intelligence profiles within the Divisional Intelligence Bur
- To cover Force on call FI role for cash seizures and serious enquiries, as well as deal with DAML requests and officer / SARS enquiries.
- Take responsibility for making dynamic decisions linked to the management of your own caseload in keeping with overarching legislation to meet each target date or time sensitive deadlines inherent with POCA 2002 (as amended) and BTP protocols
- To ensure property seized under POCA is suitably recorded and disposed of on the internal property records.
- Maintain and enhance cross Force and Agency partnership's and intelligence.
- Ensure all restraint / Confiscation opportunities are passed to the line manager for reallocation to suitably qualified FI (restraint and confiscators.)
- Be part of an on-call roster dealing with in custody cash seizure enquiries.

## E Essential Criteria

### Qualifications:

- Be a current accredited financial investigator with Part 2, Part 8 and Part 5 powers (or be within the NCA defined self-suspension period that will enable immediate reaccreditation)

or re-accreditation with refresher courses/ action plans) Must have passed the relevant NPIA (now NCA) Accredited Financial Investigation Course.

- PIP level 2 or equivalent

Experience:

- Proven previous experience in conducting investigations in a criminal, fraud, money laundering and financial environment
- Proven use of experience in analytical financial Intel gathering skills and identifying POCA opportunities.
- Proven experience of PI 2 level investigations

Skills:

- The ability to prepare and present case material to an evidential standard including: Recording and retaining evidence, distinguishing between evidence and unused material, identifying unused material which might undermine a prosecution case in compliance with Disclosure duties.
- Ability to compile complex financial reports from material gathered
- Display a high degree of confidentiality and discretion
- Strong Interview technique including the ability to interview suspects witnesses and victims.
- A knowledge of search and seizure powers under the POCA legislation and PACE Act 1984, as well as knowledge of the available forfeiture powers under other legislation.
- Familiarity and experience with the court environment, in particular preparing and presenting evidence.
- The ability to receive, record, sanitize and disseminate intelligence in accordance with National Intelligence Model (NIM).
- Able to identify potential opportunities to enhance efficiency and/or effectiveness within own area of work. Be self-motivated, with the ability to manage their own case load, work under pressure while producing high quality work
- Be able to proactively develop effective working relationships with colleagues, partners and other stakeholders. Understanding of relevant legislation and policies appropriate to the role and their use (for example: Regulatory Investigative Powers Act 2000, General Data Protection Regulation 2016, Management of Police Information, Criminal Procedure and Investigations Act 1996 - Disclosure rules, PACE

- Good working knowledge of the National Intelligence Model (NIM)
- Have strong IT skills, including working knowledge of Microsoft Word, Excel and other office application

Desirable:

- Full current UK driving license
- Has demonstrated / evidenced a high standard of analysis and pertinent recommendations in respect of NCIS disclosures.
- Has an understanding or experience in Crypto Currency and Fraud investigations.
- Experience in using ALTIA, or other Financial Investigation toolkits.
- Have tutor qualifications or be willing to work towards this qualification to assist BTP in developing AFI and FI's within BTP.

## **F Additional Information**

Applicants must be willing to travel to all Force areas when required

**For Panel to complete only:**  
**Line Manager Approval:**