

## JOB DESCRIPTION & PERSON SPECIFICATION

**Director Area:** Adult Care and Community Wellbeing

**Job Ref Number:** 04281

**Service Area:** Trading Standards

**Grade:** G10

**Job Title:** Accredited Financial Investigator

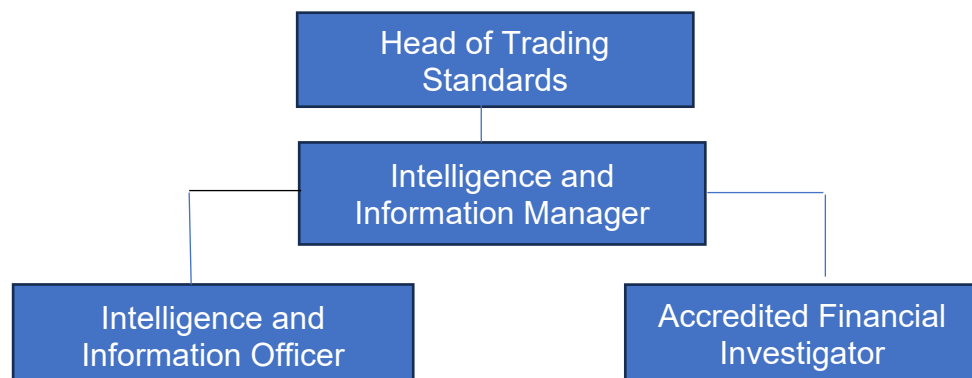
### PURPOSE OF JOB:

To lead and support financial investigations under the Proceeds of Crime Act 2002 (POCA), targeting criminal benefit and asset recovery in relation to fraud, trading standards offences, and other criminal conduct. The postholder will work closely with enforcement teams, legal services, and external partners to ensure effective use of financial investigation powers and maximise the recovery of criminal assets.

The postholder will:

- Be at the forefront in mainstreaming financial investigation.
- 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.
- Conduct re-active confiscation investigations, undertaking the preparation and submission of evidence pertaining to the confiscation process.
- Assist in pro-active enquiries by providing specialist advice and support to members of the Service, including the obtaining of restraint orders.
- Train Financial Intelligence Officers when necessary
- Generate Income through the promotion of financial investigation services to partners with the aim of making the position cost neutral.

### STRUCTURE CHART:



<b>MAIN DUTIES:</b>	
1.	Conduct financial investigations under POCA, including restraint, confiscation, and cash seizure proceedings.
2.	Prepare and present applications for investigative orders (e.g., production orders, account monitoring orders) at Magistrates' and Crown Courts.
3.	Liaise with internal departments and external agencies to support multi-agency investigations.
4.	Analyse financial data, bank records, and other intelligence to identify criminal benefit and hidden assets.
5.	Maintain accreditation through the National Crime Agency's Proceeds of Crime Centre (PoCC).
6 .	Provide expert advice and training to colleagues on financial investigation and asset recovery.
7.	Support civil recovery and enforcement of financial orders.
8.	Contribute to the development of policies and procedures for financial investigation and fraud prevention.
9.	Prepare case files and give evidence in court as required.
10.	Maintain accurate records and ensure compliance with legislation and codes of practice.
11.	Promote and offer financial investigation services to other local authorities, including partnership working and income generation opportunities.
12.	Promote the council's values and contribute to service improvement initiatives.

## PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Accredited Financial Investigator (Parts 2, 8, and Section 16 POCA)	A/I	✓	
Experience in financial investigations and asset recovery	A/I	✓	
Knowledge of POCA, PACE, CPIA, RIPA	A/I	✓	
Strong analytical and report-writing skills	A/I/T	✓	
Ability to work independently and manage complex caseloads	A/I	✓	
Experience of giving evidence in court	A/I	✓	
Experience in local authority enforcement or fraud	A/I		✓
Familiarity with financial intelligence tools (e.g., SARs, iBase)	A/I		✓
Possess IT knowledge and skills adequate to perform the role allocated to the postholder.	A/I/P	✓	
Hold a driving licence and access to vehicle for work.	A	✓	
Understands their personal responsibilities and their responsibilities for other officers they are supervising with regard to Health and Safety. Understands risks and approaches to managing them effectively. Develop an awareness of Business Continuity.	A	✓	
Flexible approach to work by responding to the needs and demands of the service, including at times, requirements to work beyond normal working hours.	A/I	✓	
Pass the appropriate level of Police Vetting	A	✓	

\*A = Application form    T = Test/Assessment    I = Interview    P = Presentation

## GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.