



HM Prison & Probation Service

HQ Job Description (JD)

Band 7

Directorate: Security, Order and Counter Terrorism

Job Description – Financial Investigator

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Job Description

Job Title	Financial Investigator
Directorate	Security, Order and Counter Terrorism
Band	7

Overview of the job	<p>The illicit economy in prisons causes harm to staff, prisoners and the community. HMPPS is committed to tackling it, and amongst other forms of disruption does so by targeting the biggest driver, money.</p> <p>The Proceeds of Crime Act 2002 was designed to strip criminals of the assets they gain from unlawful activity. HMPPS Financial Investigation Unit PoCA and associated legislation target those who cause the most harm to our prisons, with our probation footprint and the wider community. We use all of the powers available to identify the proceeds of crime and then to remove those assets by jointly working with HMPPS intelligence colleagues, and Law Enforcement and any other partner agencies who are able to assist.</p> <p>As an HMPPS financial investigator you will be required to complete investigations, using a variety of systems, provide recommendations of the best cause of action. As part of your investigations and operational activity you will be required to make orders to court and to be present at hearings.</p> <p>You will be responsible to the Head of Financial Investigation and will line manage Analysts who are Financial Intelligence Officer trained.</p> <p>The Financial Investigation Unit will support regional and local intelligence units and police Regional Organised Crime Units in the development of their intelligence and the management of those offenders who pose the highest harm to the prison estate and society.</p> <p>As such, the post holder will be the subject matter expert and offer advice around development opportunities and tactics to disrupt the supply of illicit items and associated money laundering.</p> <p>You will be expected to complete all necessary training and continual professional development and receive mentoring/tutelage, as well as becoming a mentor/tutor as your career develops, in order to support other colleagues.</p> <p>You will be based in one of the five SOCT regions:</p> <ul style="list-style-type: none"> • London and South East • East of England and East Midlands • West Midlands and North West England • Yorkshire and North East England • South West England and Wales
Summary	<p>You will be responsible for leading a portfolio of investigations connected to money laundering in prisons. You will be expected to take these from the early intelligence development stage up to the point where a criminal or civil power can be used to disrupt the criminality.</p>

Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • To be responsible for the investigation of financial transactions relating to offenders in order to trace and recover assets obtained via criminal or unlawful activity. • To apply relevant legislation when formulating sound investigative strategies. • To prepare statements as required by courts and give evidence at subsequent hearings. • To liaise with prisons, Regional Intelligence Unit, other HMPPS colleagues and external agencies, such as HMRC, CPS, Her Majesty's Court Service and the NCA to exchange and develop relevant intelligence and information. • To be responsible for the management of disclosure issues in accordance with relevant legislation. • To identify and advise Senior Investigating Officers on financial investigation strategies covering both the criminal and civil regimes. • To carry out other duties that are commensurate with the post that may be from time to time determined. <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is therefore expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p>
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Behaviours	<ul style="list-style-type: none"> • Making Effective Decisions • Managing a Quality Service • Working Together • Communicating and Influencing
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Ability	
Experience	<ul style="list-style-type: none"> • Experience of working in an intelligence or investigative role.
Technical	<ul style="list-style-type: none"> • Working knowledge of relevant legislation including the Proceeds of Crime Act.

Minimum Eligibility	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p>
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Success Profile

Behaviours	Strengths It is advised strengths are chosen locally, recommended 4-8	Ability	Experience	Technical
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Making Effective Decisions			Experience of working in an intelligence or investigative role.	Working knowledge of relevant legislation including the Proceeds of Crime Act.
Managing a Quality Service				
Working Together				
Communicating and Influencing				