

Financial Forensic Accounting Support Officer

Department: Justice and Home Affairs

Division: States of Jersey Police

Reports to: Detective Sergeant (JFCU)

JE Reference: JHA1035.1

Grade: CS09

JE Date: 23/01/2024

Job purpose

To work as an integral part of the Joint Financial Crime Unit (JFCU) in the enhancement and development of financial intelligence and evidential material from a range of sources in order to identify and assist in the investigation of serious and complex financial crime offences.

Examine, identify and investigate financial discrepancies and inaccuracies such as fraudulent activity, financial misrepresentation or misconduct, thereby, directly supporting investigators within the JFCU to investigate and prosecute a range of serious financial crime offences including money laundering, fraud, tax evasion, bribery and corruption, larceny and terrorist financing with the intention of safeguarding the public, prosecuting offenders, identifying illicit assets and maintaining the Island's reputation as a robust and well regulated international finance center.

This position involves an integration of accounting, auditing and investigative skills, in order to tackle financial crime.

Job specific outcomes

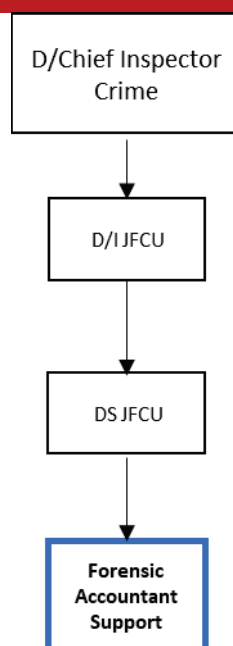
1. Undertake thorough investigations, in order to identify specific irregularities in financial documents and reports, quantify the exact losses and trace illegitimate funds, whilst ensuring compliance with local and international rules, regulations and legislation.
2. Produce detailed reports of financial information, to be used evidentially in criminal investigations and prosecutions inclusive of reconstructions and insights into how activities were carried out.
3. To support the Joint Financial Crime Unit to investigate suspicions of money laundering and terrorist financing, in line with statutory requirements and all other relevant regulations and legislation.
4. To support the JFCU by carrying out protracted investigations into serious and complex offences, which will form part of a wider investigation with the intention of prosecuting offenders, recovering illicit assets and safeguarding victims.

5. To provide financial information and reports to assist Crown appointed lawyers and expert forensic accountants in the preparation of financial evidence for submission to the court.
6. Maintain and build good working relationships with partner agencies, for example Jersey Customs and Immigration, Revenue Jersey, the Jersey Financial Services Commission and the local finance industry.
7. Maintain an awareness of any local or national developments relating to any financial crime legislation, trends and typologies, evaluating new techniques and procedures, considering and highlighting any implications or developments relevant to current policies and procedures. Perform specialist research to assist in the investigative process and to ensure that the department stays at the forefront of financial crime investigation.
8. Cover any other ad hoc duties at the request of SOJP in pursuance of JFCU service requirements in a timely, efficient and effective manner.
9. Engage in and complete required training and continued professional development sessions in line with the JFCU training plan and that of the wider States of Jersey Police training requirements.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Minimum 'A' level standard or equivalent.</p> <p>Qualified accounting technician – AAT or CAT / equivalent experience within a similar role, particularly within the finance sector.</p>	<p>Qualification and Member of professional body e.g. Institute of Certified Forensic Accountants (ICFA)</p> <p>Working towards an ACA or ACCA qualification.</p> <p>ICA International Diploma in Anti-Money Laundering and / or ICA International Diploma in Financial Crime Prevention (Level 6 qualification(s)) would be desirable.</p> <p>Nationally accredited Fraud and Financial Investigation courses.</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Broad knowledge and understanding of the following:-</p> <ul style="list-style-type: none"> • Data Protection (Jersey) Law • Criminal Justice (International Co-Operation) (Jersey) Law 2001 • Proceeds of Crime (Jersey) Law 1999 • Money Laundering (Jersey) Order 2008 • Terrorism (Jersey) Law 2002 • Sanctions and Asset Freezing (Jersey) Law 2019 • Civil Asset Recovery (International Cooperation) (Jersey) Law 2007 • EU Legislation (Information Accompanying Transfers of Funds) (Jersey) Regulations 2017 • Investigation of Fraud (Jersey) Law 1991 • Money Laundering and Weapons Development (Directions) (Jersey) Law 2012 • The Al-Qa'ida and Taliban (United Nations Measures) (Channel Islands) Order 2002 	<p>Knowledge of Government of Jersey and emergency services.</p> <p>In depth working knowledge of financial regulations, JFSC core principals and local and international legislation relevant to financial crime and compliance.</p>

<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>High levels of attention to detail.</p> <p>Commercial awareness</p> <p>Critical thinking and problem solving and strong analytical and accountancy skills are essential.</p> <p>Ability to collate, validate and preserve intelligence and evidence to ensure it is fit for disclosure to all relevant parties.</p> <p>The ability to produce quality written reports.</p> <p>Excellent IT skills.</p>	
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent communication and interpersonal skills - it is crucial that the post holder can deal with individuals at all levels both internally and externally.</p> <p>Excellent organisational and time management skills.</p> <p>High level of self-motivation.</p> <p>The ability to work autonomously alone under minimal supervision.</p> <p>Ability to work under pressure.</p> <p>Ability to deal with competing priorities and challenges, whilst generating effective solutions.</p> <p>Proven ability to assess and manage financial risk.</p> <p>A methodical approach, using sound judgement.</p> <p>Shows initiative, personal resilience and motivation to deliver a quality service, demonstrating ownership over area of responsibility.</p> <p>Upholds legislation and policy, acting with integrity, and challenging where appropriate.</p>	

<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience working in internal audit, risk assessment and tax related role, or in a financial environment.</p> <p>Experience of carrying out investigations/compliance /auditing within a financial environment.</p>	<p>It would be desirable for the post holder to have had experience of working with forensic accountant(s) of Court recognised “expert witness” status.</p> <p>Experience working within the Financial Services industry, would be beneficial.</p>
<p>Criteria relating to Safeguarding <i>Other requirements needed to confirm suitability to work with vulnerable people e.g. attitudes, skills, experience etc.</i></p>	<p>Exposure to unsavoury, confidential and sensitive issues where the careful and effective handling of such matters is essential.</p>	

Core Accountabilities, Attributes and Behaviour Indicators

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.

The standards relevant to this tier, identified in the States of Jersey core accountabilities attributes and behaviour indicators, are to be attached in a separate document.