

Manager - Counter Fraud and Corruption

Department	Treasury and Exchequer	
Section	Strategic Finance	
Reports to	Head of Financial Governance	
JE Ref	STE1039	
Grade	CS13	JE Date: 29/03/2022

Job purpose

The Counter Fraud and Corruption Manager will design, develop, promote and implement a States and Government-wide counter fraud and corruption strategy and framework to reduce the Government's exposure to the risk of fraud and corruption as well as acting as corporate focal point for the development of good practice across government.

The post holder will undertake the role as one of the Anti-Money Laundering Compliance Officers within the Treasury and Exchequer Department.

Job specific outcomes

1. Design and delivery of a comprehensive approach to counter fraud and corruption prevention, detection and awareness for the States and Government, including the various policies and strategies within the role remit. This will include implementing an external / internal fraud and corruption prevention and detection strategy, refining and embedding a Counter Fraud and Corruption response for the organisation, and working with departments to implement an internal assurance programme.
2. Ensure fraud and corruption risks in departments are identified, evaluated, reviewed and monitored in line with the Government's Risk Management Strategy.
3. Work with colleagues within Government to integrate counter fraud and corruption work with that of the officers engaged in Anti-Money Laundering activity in particular the Government's Money Laundering Reporting Officer. Undertake the role as one of the Anti-Money Laundering Compliance Officers within the Treasury and Exchequer department as required. Assist with the development of Anti-Money Laundering processes, procedures and training activity across Government.
4. Define and prepare robust management information; analyse management information to ensure that the components are implemented and operating effectively including periodic reporting to management and the Risk and Audit Committee.
5. Ensure that all procedures, guidelines and risk assessments are up to date and reviewed at specified intervals.

6. Ensure specific training and awareness-raising materials are developed and delivered to relevant key personnel on at least an annual basis and manage the annual e-learning process. This includes keeping training materials, records and training programmes up to date.
7. Raise the profile of related counter fraud and corruption risks, issues and controls by building relationships with key business stakeholders including the States of Jersey Police, Government Ministerial and Non-Ministerial Departments, States owned Entities, Arms-Length Organisations, private sector entities including representatives of the Jersey Fraud Prevention Forum. Develop relationships with the UK and other jurisdictions with regard to the development of Counter Fraud and Corruption best practice.
8. Undertake investigations, or refer areas of concern to Internal Audit, into fraud and corruption matters in line with the Government's Counter Fraud and Corruption Strategy and best practice.
9. Provide advice and support on regulatory and compliance matters to ensure GoJ remains compliant with the applicable standards and has the necessary infrastructure to support the governance rationale and governance framework.

Statutory responsibilities

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

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisation chart



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<p>Degree level qualification or equivalent experience in the field of anti-money laundering or counter fraud and corruption work.</p> <p>Further relevant managerial or Law qualification.</p>	
Knowledge	<ul style="list-style-type: none"> • Demonstrate practical application of legislation and associated codes of practice and can determine points to prove in pursuing an investigation. • Demonstrate application of anti-money laundering, counter fraud and corruption policies in a similar organisation. • Apply the requirements of the Counter Fraud and Corruption Strategy when responding to allegations of fraud and corruption. • Understand the activities of Treasury and Exchequer in leading and driving organisational wide financial stewardship. • Understand the concept and principles of risk management. • Legal and regulatory requirements impacting an organisation like the State of Jersey 	
Technical / Work-based Skills	<ul style="list-style-type: none"> • Ability to review and put in place robust fraud and corruption prevention control measures. • Demonstrate the ability to actively build and maintain new and existing partner and stakeholder relationships to achieve progress on objectives, key initiatives and shared interests. • Advanced specialist knowledge of financial governance. • Excellent communication skills with the ability to persuade Directors and senior managers to follow appropriate policies, procedures, protocols & guidance • High level influencing, negotiation and presentation skills. • Well-organised and able to produce forward plans and consistently meet timetables. 	<ul style="list-style-type: none"> • Demonstrable experience in a significant government or similar institution, including wider compliance experience, risk management and managing counter fraud and corruption and related processes and procedures.
General Skills/Attributes	<ul style="list-style-type: none"> • Effective written communication skills and the ability to explain complex governance matters in an understandable way. • Ability to understand and interpret numerical information. 	<ul style="list-style-type: none"> •

<p>Experience</p>	<ul style="list-style-type: none"> • Experience working in financial and/or governance roles, particularly in relation to fraud and corruption. • A high level of professional competence which helps determine solutions around appropriate risk measures, risk processes, risk monitoring and management. • Ability to work with colleagues in Financial Governance, Risk Management, Internal Audit and other departments to assess risk trends both internally and externally. • Demonstrate establishment of a network of contacts inside and with other organisations to alert to potential frauds and emerging areas of fraud risk using a relevant secure gateway. • Demonstrate the ability to review and develop intelligence held through cross checking and collating a number of different sources, resulting in the provision of an accurate and reliable base from which to launch complex and sensitive investigations. • Experience of drafting communication and reports to senior stakeholders. 	
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Personal Attributes

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 4 core accountabilities attributes and behaviour indicators.