

JOB DESCRIPTION

JOB TITLE:	Senior Counter Fraud Investigation Officer
PLACE OF WORK:	As per contract on employment
GRADE / SPINE POINT:	Grade 5 - 6
ALLOWANCES:	Standard SWAP mileage rate
REPORTS TO:	Assistant Director
SUPERVISORY RESPONSIBILITIES:	Stated below
FINANCIAL RESPONSIBILITIES:	None

Main Purpose of the Job

To implement and supervise all Counter Fraud and Investigation work, and other work, as directed by the Assistant Director - Counter Fraud and Investigation Team and the Principal Fraud Investigation Officer in accordance with the Code of Ethics and International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors. To work within appropriate regulations, laws, professional standards, and guidelines in the provision of counter fraud services.

Summary of Responsibilities and Duties of the Job

1. To carry out proactive fraud work without supervision and to a standard as set by the Company, as guided by the Assistant Director or Principal Fraud Investigation Officer.
2. To be responsible for the mentoring and direct supervision of investigators if required. This includes monitoring performance and quality and providing advice and guidance, as required. The Senior Fraud Investigation Officer, in conjunction with their Principal Fraud Investigation Officer, will also approve timesheets and authorise leave and expense claims, for the colleagues assigned to them.
3. To initiate the counter fraud and investigation process, including meeting with the client manager to discuss the objectives and scope of the assignment.
4. Conduct interviews which may be under caution with employees, members of the public and other parties, in connection with allegations made, in accordance with the Police and Criminal Evidence Act 1984 and appropriate partner/client policy. To undertake these interviews within site offices or off site as required.
5. Prepare criminal prosecution files under the guidance of the Principal Fraud Investigation Officer to be submitted to the Legal Department to include the interviewing of appropriate witnesses and drafting of witness statements as necessary.
6. To ensure the design and completion of all aspects of the counter fraud and investigation process, to a standard determined by the Company.
7. Under the guidance of the Principal Fraud Investigation Officer write, record, and submit full investigation reports with recommendations for appropriate action in accordance with policy and within timescale agreed with the client manager.

8. To liaise with all levels of management, as required, with regard to the counter fraud and investigation process including agreeing recommendations in reports with client managers and agreeing implementation dates of same.
9. To provide assistance and advice to managers, as required, on the management of their counter fraud risks.
10. To carry out follow-up reviews, as directed by the Assistant Director – or Principal Fraud Investigation Officer, to ensure compliance with previously agreed recommendations.
11. To carry out general audit work if required and as directed by the Principal Fraud Investigation Officer or Assistant Director.
12. To assist other members of staff of the Company as and when required.
13. To carry out any other reasonable duties as required by the Company.

External and Internal Contacts

Councillors, senior colleague members, external agencies, and members of the public.

Face to face, telephone, written and electronic communication.

Working Environment

Predominantly remote working however travel will be essential when required.

Health and Safety at Work

Every SWAP colleague is required to be familiar with, and abide by, the health and safety policy applicable at any site they may be working at.

Data Protection Act 2018

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 2018 and each Partner's Data Protection Policy.

Updated: April 2024

