

PERSON SPECIFICATION

Job Title: Senior Counter Fraud Investigation Officer

JOB REQUIREMENTS

Knowledge

- A good understanding of investigation techniques
- A good understanding of governance, control, risk management, as applied to counter fraud
- A good understanding of the role of a counter fraud team and its position within the Local Authority arena
- An understanding of internal auditing would be desirable.

Skills and Abilities

- Ability to complete proactive and reactive fraud work to a high professional standard in accordance with appropriate regulations and laws, the International Standards for the Professional Practice of Internal Auditing of the Institute of Internal Auditors and appropriate Partner/ Client policy
- Influencing skills with the ability to persuade managers, staff, and partner agencies
- Excellent communication skills, both written and oral
- IT skills, particularly in the use of MS 365, data analytics and audit management or similar software.
- Leadership skills, including assessment of staff performance
- Ability to provide peer review to Counter Fraud colleagues
- Ability to lead and supervise other Counter Fraud Investigators and audit colleagues as appropriate
- High level of integrity, judgement, tact, discretion, and initiative

Experience

- A track record of proven experience in carrying out a range of proactive and reactive fraud work and investigations.
- Demonstrable experience of applying modern investigative techniques, and handling and analysing data.
- Demonstrable experience of delivering quality investigation reports to a deadline
- Demonstrable internal audit experience is desirable.
- Experience of working effectively both alone and as part of a team

- Experience of prioritising work and accommodating change flexibly

Educational - Essential

- Counter Fraud Specialist Qualification/Accreditation (ACFS, CFE, Cifas - Professional Certificate in Fraud Investigation) or other relevant qualification such as PiNS.

Or hold at least a 2:1 degree in a relevant discipline with fraud/investigation experience

Or an Internal audit qualification such as CIA with the desire to move into Counter Fraud and Investigations

- 2 'A' Level Grades (General Studies not included)
- Minimum Grade 6 (Grade C) GCSE Maths and English Language
- Evidence of continuous professional development and commitment to learning

Work-related Personal Qualities - Essential

- Ambitious and keen to progress career
- Energetic and enthusiastic
- Gregarious, effective communicator
- Good customer focus

Updated: January 2023