Job Description

POST IDENTIFICATION

Post Title	Accredited Financial Investigator				
Grade	9	**Job Evaluation ID:**	3112b	**Date Evaluated/Reviewed**	18/12/2025

Service Area	Environment & Public Protection				
Service Team	Trading Standards				
Responsible to	Principal Trading Standards Officer				
Areas of Responsibility	Trading Standards and Financial Investigation				
Number of staff responsible for	None	**Political Restricted Role** *(refer to special conditions section)*	No	**DBS Required**	Yes
Job Evaluation Proforma (to be completed by a manager only when creating a new job or amending an existing role)					

JOB PURPOSE

Carry out financial investigations into offenders using powers to trace and recover proceeds of crime; and to carry out enforcement activities relating to complex criminal investigations with a high level of detriment and vulnerabilities.

KEY RESULT AREAS

1. To act as an accredited financial investigator using powers to trace and recover proceeds of crime. To freeze, detain and forfeit cash and other criminal property as appropriate. To conduct confiscation investigations in accordance with the Proceeds of Crime Act 2002 (as amended) utilising Restraint Orders.
2. To undertake, where appropriate, investigations, either on an individual basis or as a team member, into identified breaches or potential breaches of all trading standards and other legislation and when required to prepare reports for consideration of legal proceedings on trading standards contraventions and to attend Court and give evidence as required.
3. To exercise enforcement powers in relation to regulatory services legislation and other criminal legalisation such as the Proceeds of Crime Act 2002, the Regulation of Investigatory Powers Act 2000, the Police and Criminal Evidence Act 1984 and the Criminal Procedure and Investigations Act 1996.
4. To investigate complaints as directed so as to determine any contraventions of consumer protection and unfair trading practices.
5. To interview suspects (including interviewing at police stations prior to charging) utilising the latest best practice techniques to the highest standards.
6. To ensure that all case work and intelligence is correctly recorded and disseminated in accordance with the National Intelligence Model.
7. To undertake a programme of comprehensive, preventative activities and strategies encompassing all relevant regulatory services legislation.
8. To monitor new and unregulated trends in trading activities that may not be covered by existing legislation and identify areas of business fraud and malpractice and to investigate and report such matters.
9. Regularly and frequently liaise with other Enforcement Agencies, Government Departments and Professional Bodies and attend meetings as a representative of the Team and the team leaders across Regulatory Services with relevant partners; such partners will include Regional Trading Standards Teams; the Police; the Government Agencies Intelligence Network; UK Border Force, HM Revenue and Customs and others.

10. To make appropriate records of work carried out and generally undertake appropriate administrative functions and respond to all matters including correspondence in accordance with Council policies, to include the use of information technology.

11. To take reasonable care of own and others safety; to co-operate with managers/ supervisors in complying with statutory health & safety duties; to report incidents, accidents, faults etc.

This job description sets out the main result areas of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION		
	ESSENTIAL	DESIRABLE
Qualifications	• Possess a degree level qualification plus the Certificate in Financial Investigation and the Certificate in Confiscation (or working towards) Maintain accredited financial investigator status by completing the mandatory continuing professional development programme.	• Relevant Trading Standards qualification. • Civil Recovery POCA Qualifications.
Knowledge	• Must evidence good knowledge of law and legal procedures, particularly in relation to financial investigation. • Knowledge of Local Authority set up.	• Hold a current, full, UK driving licence.
Experience	• Possess previous experience involving gathering of information, investigation and analysis. • Substantial experience in the conducting of criminal investigations. • Demonstrate substantial experience of enforcing legislation dealing with deceitful and dishonest behaviour. • Experience of dealing with the public/traders.	• Experience in the area of trading standards/fraud enforcement.
Aptitude & Skills	• Possess good analytical skills and abilities to apply this to large amounts of documentation in order to identify core issues for investigation. • Good communication skills, both written & oral; possess good interpersonal skills. • Helpful, fair and open minded approach. • Ability to work on own initiative and with minimum supervision. • Ability to plan and manage investigations and projects. • Effective keyboard skills and the ability to use computerised information systems. • Commitment to customer care. • Good time management skills.	• Able to speak/read Welsh and/or other local community languages.

EXPECTED BEHAVIOURS & VALUES

Encourage and support others as part of a team. Give guidance and advice to others. Grow positive working relationships.

Seek, encourage and recognise ideas, initiatives and improvements to deliver better services. Encourage and support others to think differently, to question and to try new ways of doing things.

Consider communication methods and channels, in a straightforward way. Confidently handle challenging conversations. Encourage a culture of feedback.

Consider implications and make decisions / recommendations based on evidence and consultation.

Honestly reflect on my personal style and its impact on others and develop my skills so I can adapt my style as appropriate.

Equal Opportunities

Equal Opportunities	Understand and demonstrate a willingness to promote positively the Strategic Equality Plan of Newport City Council

Welsh Language Requirements

The Authority is committed to delivering an equally high quality service in Welsh and English and will support staff in providing this. All posts have to be assessed in respect of the Welsh Language requirements and will either be Welsh Essential or Welsh Desirable.

Welsh requirements for this post (see Welsh Language Skills Assessment for skill levels)

Welsh Language Skills		Desirable			
Listening / Speaking Skills	3	Writing Skills	3	Reading / Understanding Skills	3

Special Conditions

Disclosure & Barring Service Disclosures	This post will result in you having substantial contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form – your application will be returned if this section is incomplete. If successful in your application you will subject to a Disclosure and Barring Service Disclosure. Further information about Disclosure and Barring Service Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.
Politically Restricted	Not Applicable.
Other (including physical demands and working conditions)	Able to undertake site visits within the city boundary.

Training

Undertake all mandatory training relevant to the role and be responsible for your own Continuing Professional Development.

To find out more about working for Newport City Council, visit www.newport.gov.uk or click here

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