



YORKSHIRE & HUMBER REGIONAL ORGANISED CRIME UNIT

ROLE PROFILE

Role Title	RECU Financial Analyst	Reporting to	RECU Senior Financial Analyst
Section	Economic Crime Unit	District/Department	YHROCU
Tenure		Rank/Grade	SO2

Part A – JOB DESCRIPTION

Overall purpose of role	To assist the Regional Economic Crime Unit's Financial Senior Analyst in providing advice and support to the Region relation to accountancy and auditing enquiries, providing evidence on financial legislation and accountancy/ auditing practice in order to identify and illustrate criminal aspects of cases under investigation.
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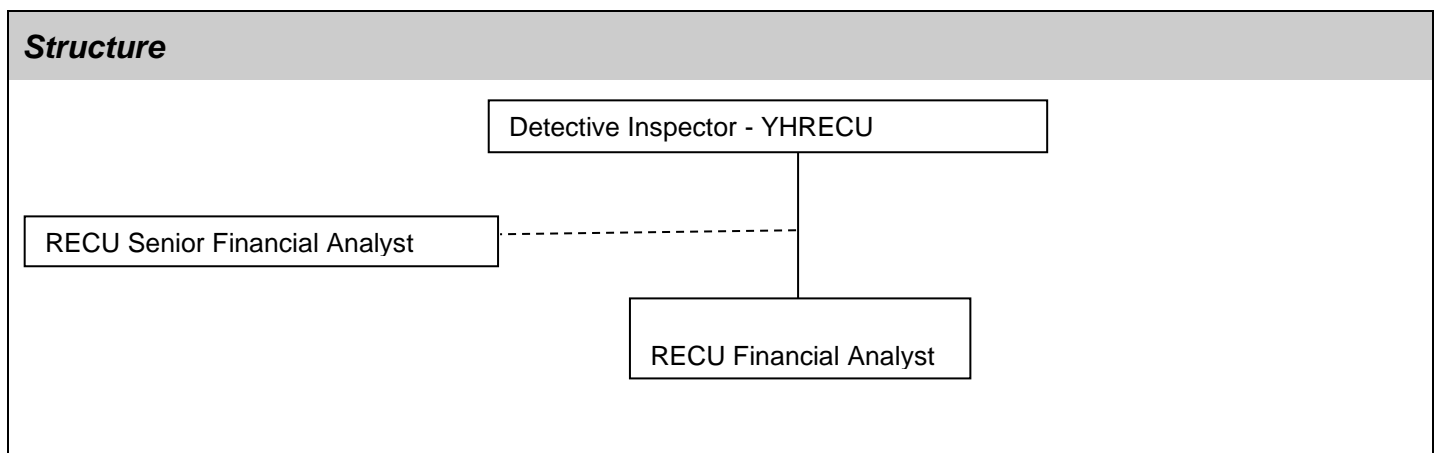
Key outputs for role –
<ol style="list-style-type: none"> 1. Lead by example and behave in line with the Police Code of Ethics ensuring that values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes. 2. Analyse financial data and prepare and present spreadsheets, graphs, flowcharts, reports and other data in an understandable format in order to facilitate police investigation. 3. Take personal responsibility for preparation of evidence for investigations from the initial review to preparation of statemented exhibits and presentation at court. 4. Examine, audit and investigate accountancy records and other data of organisations and individuals subject of criminal investigation, to identify irregularities, discrepancies and the tracing of assets. 5. Provide guidance to police officers and staff, the Crown Prosecution Service, Counsel and the Court on the interpretation of financial evidence and conclusions to be drawn. 6. Attend (with multi agency staff) initial and subsequent case review meetings, to provide advice and expertise in order to identify parameters for investigations. 7. Assist the RECU Senior Financial Analyst in the preparation of evidence, as appropriate, and to assist in the assessment of assets/benefit for confiscation purposes. 8. Attend, where appropriate, with Police Officers and/or investigators, search operations to offer advice in respect of financial / accounting evidence. 9. Assist Police Officers and/or investigators in interview of witnesses and defendants in order to evaluate evidence within the regulations of the Criminal Justice Act and Police and Criminal Evidence Act, etc. 10. To produce accounts in electronic format utilising specialist conversion software to include scanning, formatting, conversion, checking and verification against the original exhibits.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)
<ul style="list-style-type: none"> • To operate as a team member within the Regional Economic Crime Unit Financial Analysis Unit. Post contributes to the working parameters of case investigation. • To present evidence to Police, Crown Prosecution Service and Court within the rules of admissibility.

Work/Business contacts
<p>Internal: Police Officers and Police Staff involved during the investigation.</p> <p>External: Members of the public, members of Accounting profession, Law and Statutory Bodies and other Financial Institutions, Police Officers and Support Staff of other Forces/regions, Serious Fraud Office, HM Revenue</p>

Expertise in Role Required (At selection - Level 1)	Essential or Desirable
• AAT qualified	Essential
• Has a good knowledge of, and ability to, operate computerised databases.	Essential
• Experience of using spreadsheets	Essential
• Basic knowledge of auditing practice.	Essential
• Experience using pivot tables	Desirable
• Experience of various business accounting systems and procedures.	Desirable
• Previous experience of financial investigation.	Desirable
Other (Physical, mobility, local conditions)	
• Holds a full current UK/European driving licence or has the ability and willingness to travel for business purposes.	Essential
• Prepared to undergo and successfully complete management level vetting.	Essential
• Has access to own vehicle and is prepared to use it for business purposes.	Desirable

Expertise in Role - After initial development - Level 2
<ul style="list-style-type: none"> • AAT qualified • Knowledge of computer aided graphical and analysis software (i2 or equivalent) • Skilled in the use of bank statement conversion software (Altia FIT or equivalent) • Has successfully completed the Intelligence Analyst Course (Or equivalent with courtroom skills element) • Has participated in criminal investigation providing necessary accountancy expertise • Has established successful network with other Analysis/Accountancy professionals both inside and outside the Region.



PART B – COMPETENCIES & VALUES

Competency and Values Framework –

http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- AAT qualified or equivalent qualification with minimum of 2 years post qualification experience.
- Can demonstrate knowledge of financial legislation and accountancy best practice.
- Is used by colleagues as an expert source of information and advice on accounting procedures and practices.

PART D - ACCESS & VETTING

Standard IT Access	Default
Police Building (Perimeter and Zone access)	Perimeter Access to Police Buildings where based
Vetting Level	Management Vetting
Date accepted as a role profile	22 nd August 2022