

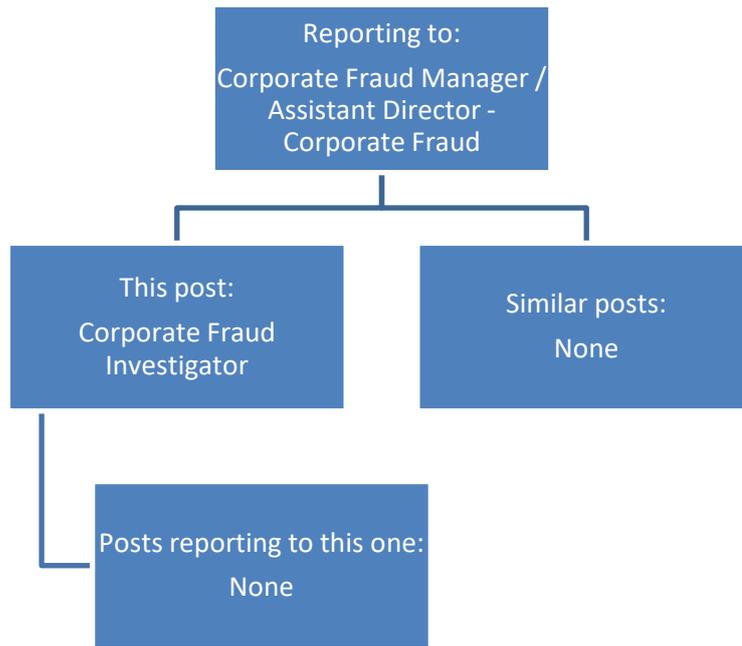


<b>JOB DESCRIPTION</b>	
<b>JOB TITLE:</b> Corporate Fraud Investigator	<b>POST NUMBER:</b>
<b>REPORTS TO</b> Corporate Fraud Manager / Assistant Director - Corporate Fraud	<b>Current Grade</b> Band 3
<b>1.</b>	<p><b>MAIN PURPOSE OF JOB</b></p> <p>To support the delivery of corporate fraud services to client organisations. To liaise with clients and external agencies to promote and coordinate effective counter fraud activities. To undertake the investigation of suspected fraud and corruption committed against client organisations. These investigations may result in the prosecution of suspected offenders and/or disciplinary proceedings being instigated.</p>
<b>2.</b>	<p><b>KEY TASKS / RESPONSIBILITIES</b></p> <p>To undertake counter fraud activities on behalf of client organisations. This will include completing specific tasks to prevent and detect fraud, corruption and other wrong doing. To investigate suspected fraud and other financial irregularities committed against client organisations, including working with other members of Veritau staff and/or other agencies where appropriate.</p> <p>To provide support and advice to managers in the prevention, and detection of fraud, corruption and other wrongdoing. To provide other expert advice and guidance to clients as necessary.</p> <p>To gather evidence in accordance with the Police and Criminal Evidence Act (PACE) and to appropriate legal and procedural standards.</p> <p>To complete investigation files to the standards set by the Corporate Fraud. AD</p> <p>To attend disciplinary hearings or appear in court, either to present the case or in the capacity of a witness. To assist with the preparation of counter fraud publicity designed to raise general awareness of the risks of fraud.</p> <p>To maintain up-to-date knowledge of all relevant legislation, regulations and client policy.</p> <p>To ensure that investigations permit the maximum recovery of overpayments or other losses due to fraud. To record the progress of each investigation and related information for performance statistics. To discuss progress and outcomes regularly with the AD Corporate Fraud.</p>

	<p>To develop effective relations with other agencies including other local authorities, the DWP, and the police. To take part in fraud prevention and detection projects and other joint operations with other such agencies</p> <p>To assist in fraud awareness training on behalf of client organisations.</p> <p>Within the scope of the job, to ensure compliance with relevant legislation, financial regulations and Veritau's policies, and other client policies.</p> <p>To promote the awareness and status of Corporate Fraud services and the other services provided by Veritau to each client.</p>
<b>3.</b>	<p><b>INITIATIVE AND INDEPENDENCE</b></p> <p>The post holder should use their knowledge and experience to investigate individuals who may have committed acts of fraud or corruption against client organisations. The work requires accuracy and the correct interpretation of the available evidence and other information. A willingness to question and challenge assumptions and explanations is important. It is essential that tact is applied when dealing with sensitive situations.</p> <p>The post holder will need to use their initiative and judgement to complete key tasks associated with the role.</p> <p>Analysis and interpretation of data and information, some of which will be of a confidential and sensitive nature. All information must therefore be treated with care. Any unauthorised disclosure of information may breach legislation and/or be detrimental to the reputation of the organisation being audited and/or Veritau.</p>
<b>4.</b>	<p><b>COMMUNICATION</b></p> <p>The post involves regular contact with managers and staff within Veritau, client staff and members of the public. The post will also involve contact with other agencies, including the DWP, the courts and the police.</p> <p>The post holder will attend meetings with client officers to give advice and support of fraud related issues, without supervision. Where complex or contentious issues are likely to be discussed, support from senior fraud staff will be provided.</p>
<b>5.</b>	<p><b>DEMANDS</b></p> <p>Cases will be allocated to the post holder by the Corporate Fraud Manager / AD but otherwise the post holder will control their own workload. The pattern of work will vary depending on the nature of the investigations or other counter fraud work being conducted.</p> <p>There are no strenuous physical demands associated with the post. However, the post may involve contact with customers or other members of the public who are potentially violent or aggressive. Such contact can occur in the workplace or other locations.</p> <p>The post holder may be required to travel to different client sites and use different client systems.</p>

6.	<p><b>RESPONSIBILITY FOR RESOURCES</b></p> <p>There are no staff reporting to the post holder and no supervisory responsibility.</p>
7.	<p><b>COMPETENCIES</b></p> <p>See competency profile for post.</p>
8.	<p><b>WORK ENVIRONMENT</b></p> <p>The post holder will work in a normal office environment. Some work outside of normal office hours, at night and at weekends, may also be expected.</p>
9.	<p><b>HEALTH &amp; SAFETY RESPONSIBILITIES</b></p> <p>The post holder will need to comply with the requirements of Health and Safety legislation.</p>
10.	<p><b>EQUALITIES</b></p> <p>The post holder will need to:</p> <ul style="list-style-type: none"> <li>• ensure services are delivered in accordance with the aims of the company's Equality Policy Statement.</li> <li>• assist in achieving service equality objectives</li> <li>• take opportunities to develop their own understanding of equality issues.</li> </ul>
11.	<p><b>RESPONSIBILITY AND COMPANY POLICIES</b></p> <p>Veritau is a dynamic organisation, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with the company's Policies and Procedures.</p> <p>In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the company's policies and supporting documentation in respect of these issues.</p>

**12. Position of Job in Organisation Structure**



Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			