



## Role Profile

<b>Job Title:</b> Corporate Fraud Officer	<b>Grade/ Level:</b> K	<b>Post Number:</b> AO00039
<b>Directorate:</b> Resources	<b>Job Family:</b> Audit	<b>Date Prepared:</b> August 2020

**Role reports to (Job Title):** Principal Auditor

### Job Purpose:

To assist in providing a professional corporate investigation service by supporting the two Corporate Fraud Investigators and the Intelligence Officer through the analysis and interpretation of data.

Maintain systems, software, and processes to assist in the collection, collation and analysis of data and information relating to fraud or potential fraud.

Promote the importance and understanding of anti-fraud measures across the organisation.

### Key Accountabilities:

1. Working with limited guidance, using own initiative and judgement and knowledge and understanding of relevant legislation, policy and procedures, to support the two Corporate Fraud Investigators and the Fraud Intelligence Officer in their investigations into allegations of fraud, corruption and dishonesty, from both internal and external sources, at departmental and corporate levels with relevant legislation and utilising appropriate investigation techniques.
2. Compilation and research of topics including providing data and fraud information and trend analysis.
3. Analyse, manipulate and interpret data obtained via the National Fraud Initiative, internal data matching and through other sources, to highlight instances for possible investigation.
4. To work with the team in identifying new areas and initiatives to prevent and detect fraud using techniques such as data matching, data analysis etc.
5. To assist in the maintenance of the section's fraud case management system and produce relevant, timely information from the system.
6. Obtain and interpret relevant information to support an investigation i.e. credit checks, land registry etc.
7. To liaise and work with other sections of the Council as necessary in carrying out the duties of the post. To develop contacts relevant to the purpose of the post throughout the Council.
8. To use their own initiative, sound judgement and experience to reach appropriate decisions in accordance with the aims and objectives of the team.
9. To maintain a high standard of record keeping for each investigation and assist in producing appropriate, timely reports to the Head of Internal Audit.
10. Performing general administration duties for both the Corporate Fraud team and the Internal Audit section.

**Supplementary Accountabilities:**

1. To actively promote the work and role of the Corporate Fraud team and Internal Audit with service areas.
2. To undertake any other duties, that may be allocated by the Head of Internal Audit and/or Principal Auditors that are commensurate with the responsibilities of the post.

**Job Scope: Number and type of jobs Managed:**  
Manages own workload of a wide range of different nature and complexity.

**Budget:** Help contribute to the savings targets for the team.

**Typical tasks supervised/allocated to others:**

**Assets:** Laptop

**Knowledge & Experience:**

**Minimum**

- At least 5 GCSE's at Grade C or above (including English and Mathematics)
- Should be computer literate with excellent Microsoft Word and Excel skills
- Strong verbal and written communication skills
- Experience of using IT software packages
- Able to analyse and interpret complex information under the guidance of the Corporate Fraud Investigation Officer or Intelligence Officer
- Able to produce clear and concise reports
- Ability to work under pressure, meeting deadlines and achieving targets

**Preferred**

- Awareness of fraud risk issues
- Awareness of specific local government issues – both general and fraud related

**Working conditions:**

- The Fraud Support Officer may be required to work off-site on his/her own.
- Accompany Corporate Fraud Investigators/Corporate Fraud Intelligence Officer on visits

**Decision Making:**

- Prioritising workloads
- The post holder will be responsible for analysing and interpreting data to help ensure that resources are used in the most effective way.



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### Contacts and Relationships:

- The post holder will be responsible for maintaining effective and constructive relationships with a number of officers from:
  - Departments within the Council
  - Other councils
  - External organisations such as the DWP, Cabinet Office, HMRC, Police, NAFN etc.
- The post holder will be expected to:
  - Ensure their independence at all times.
  - Develop and maintain regular contact with external colleagues at other councils.
  - Maintain confidentiality regarding all information

### Creativity and Innovation:

- Be able to deal sympathetically but professionally with all persons investigated
- The post holder will be expected to assist in the production of Fraud Bulletins/Alerts to be issued to all members of staff highlighting potential areas of fraud risk using examples of recent frauds in both the public and private sector.

### Data Protection

In accordance with the provisions of the General Data Protection Regulation 2018, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

### Health & Safety

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety. You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware. You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: