



# Senior Financial Investigator (Accountant)

## POSITION DESCRIPTION FORM

**Region / Portfolio / Directorate:**

State Crime

**District / Branch:**

Serious and Organised Crime

**Work Unit:**

Proceeds of Crime Squad

**Position Description Number:**

Generic 64

**Rank / Level / Band:**

Level 6

**Position Category:**

Choose an item.

### Employment Conditions

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Industrial Agreement/Award: Current PSA, PSGOGA and Agency Specific Agreement

Work Pattern: Monday - Friday: May be required to work outside normal operating hours

Location: Perth

### Position Objective

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Undertakes financial analysis and investigations on organisations, businesses and individuals to identify, track and recover proceeds derived from criminal activity. Analyses financial evidence and produces comprehensive reports to assist prosecution cases in criminal and civil matters. Leads and manages project teams in complex investigations to achieve targeted outcomes.

The incumbent may be required to travel intrastate or work at different locations within the country regions.

### Role of Work Unit

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The Proceeds of Crime Squad of the Serious and Organised Crime Division provides specialist investigative services to effect the provisions of the *Criminal Property Confiscation Act 2000* pertaining to the targeting and restraining of assets that are the proceeds of criminal activity. Additionally, the Proceeds of Crime Squad targets the laundering of money and property under associated State and Commonwealth legislation.

### Reporting Relationships

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This position reports to:

- Officer in Charge Metropolitan Detective, Senior Sergeant

Direct reports to this position include:

- Financial Investigator, Level 5, up to 3 FTE

Total number of positions under control: Up to 3

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## **1 Financial Analysis**

- 1.1 Leads and participates as a team member of a multi-disciplinary work group by conducting financial analysis and investigative work on organisations, businesses and individuals to identify, track and/or recover proceeds of criminal activity.
- 1.2 Reconstructs financial transactions including complex analysis of cash flows and prepares financial reports and other forms of evidence including Betterment Statements, Fund Statements and charting to assist prosecution cases in criminal matters, as well as forfeiture applications under the *Criminal Property Confiscation Act 2000* and other relevant legislation.
- 1.3 Provides verbal and written instruction to financial investigators, police investigators and legal counsel in all aspects of financial investigations into unexplained wealth reports, including reconstruction of financial transactions, analysis of financial transactions, analysis of cash flow, reconciling bank statements and real estate transactions, preparing and providing quality assurance of all complex financial reports to be submitted to the Department of Public Prosecutions.
- 1.4 Provides verbal and written advice to operational staff and legal counsel in relation to financial matters and makes recommendations regarding action to be taken in relation to investigations and inquiries.
- 1.5 Attends with police officers in the execution of search warrants and assists with the seizure of documents under warrant and assists with the examination of material that may afford evidence as to the commission of an offence or financial dealing that relates to criminal activity.
- 1.6 Assists police officers with interviews of persons under investigation and others who may provide information in relation to investigations being conducted.
- 1.7 Appears as an expert witness in court in criminal and civil jurisdictions in relation to court proceedings arising from financial investigations and enquiries.
- 1.8 Provides direction and training to police officers and support staff engaged in financial investigations and inquiries.
- 1.9 Provides quality assurance and continuous improvement of evidentiary reports submitted to the Director of Public Prosecutions and the Commonwealth Director of Public Prosecutions.
- 1.10 Ensures the financial accounting analysis and investigations are thorough and accurate as it is likely to be reviewed by another expert witness and subject to cross examination in court proceedings.

## **2 Professional Development**

- 2.1 Maintains contemporary knowledge of developments in accounting and financial investigation techniques and applicable legislation by liaising with financial industry institutions and investigative accountants within other government and non-government agencies.
- 2.2 Maintains the professional development requirements of Certified Practising Accountants Australia, Chartered Accountants Australia and New Zealand or the Institute of Public Accountants.

## **3 Other**

- 3.1 Understands and complies with information security policies and procedures to ensure information holdings/systems are kept confidential and utilised accurately and reliably.
- 3.2 Undertakes other duties as directed.

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## Specialist Prerequisite(s)

It is a requirement that the position holder is:

- An Australian Citizen prior to the completion of the selection process;
- Successful in obtaining and maintaining a **NEGATIVE VETTING LEVEL 1** security clearance for the duration of their appointment in the position.

## Work Related Requirements

### Essential

**Context in which work related requirements will be applied and or general standard expected.**

#### Qualification

Tertiary qualification in accounting or a related discipline and membership to a professional accounting body in Australia. Applying accounting and financial investigation techniques. Keeping abreast of new techniques and developments. Maintaining the professional development requirements of Certified Practising Accountants Australia or Chartered Accountants Australia and New Zealand or Institute of Public Accountants.

#### Communication

Preparing clear and concise forensic financial reports and other forms of evidence for use as evidence in court. Liaising with stakeholders and communicating technical matters in a manner that can be understood. Conducting interviews. Working in a multi-disciplinary environment individually or as a team member in enabling contribution and achievement of team goals. Liaising with senior personnel internally and externally.

#### Analytical and conceptual

Researching and analysing the latest developments/information on financial/investigative matters. Interpreting legislation and standards.

#### Management

Managing and coordinating the activities of Financial Investigators within a multi-disciplinary environment including reviewing financial reports, allocating staff resources to projects, prioritising work requirements, reviewing work practices and developing financial investigation strategies. Initiating actions to achieve objectives in consultation with police investigators.

#### Audit or Financial Investigation

Ability to undertake complex audits or financial investigations. Conducting complex financial investigations and present as an expert witness in court.

#### Computer

Using Microsoft business related software and financial accounting systems to prepare evidential reports, spreadsheets, statistical reports and cash flow statements for use in court. Maintaining a contemporary knowledge of relevant industry software applications.

### Desirable

Knowledge of court procedures and the presentation of evidence. Presenting professional evidence in criminal and civil courts in accordance with court procedures and etiquette.

## Capability Framework

The framework is intended to support staff and supervisors through the performance cycle and identify core competencies relevant to the rank and/or classification level.

## Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Position	Name	Date
Workforce Consultant (Design)	Helen Mashiah	07/03/2019
District / Branch Head	Detective Superintendent Massam	07/03/2019