

Senior Finance Officer - Fraud (Internal Audit)

£34,782 – 42,821 (pay award pending)

Job purpose

You will act as team leader for the councils fraud team, who address fraud, bribery and corruption by customers, citizens and internally. The role involves supervising the fraud investigators and support officer, including determining pursuit and action, holding a personal investigation case load and advising, coaching and training of other council staff. The role will also involve other planned internal audit, audit investigations and other audit project work.

To be read in conjunction with the Senior Finance Officer Job Profile which provides the full range of responsibilities across the function.

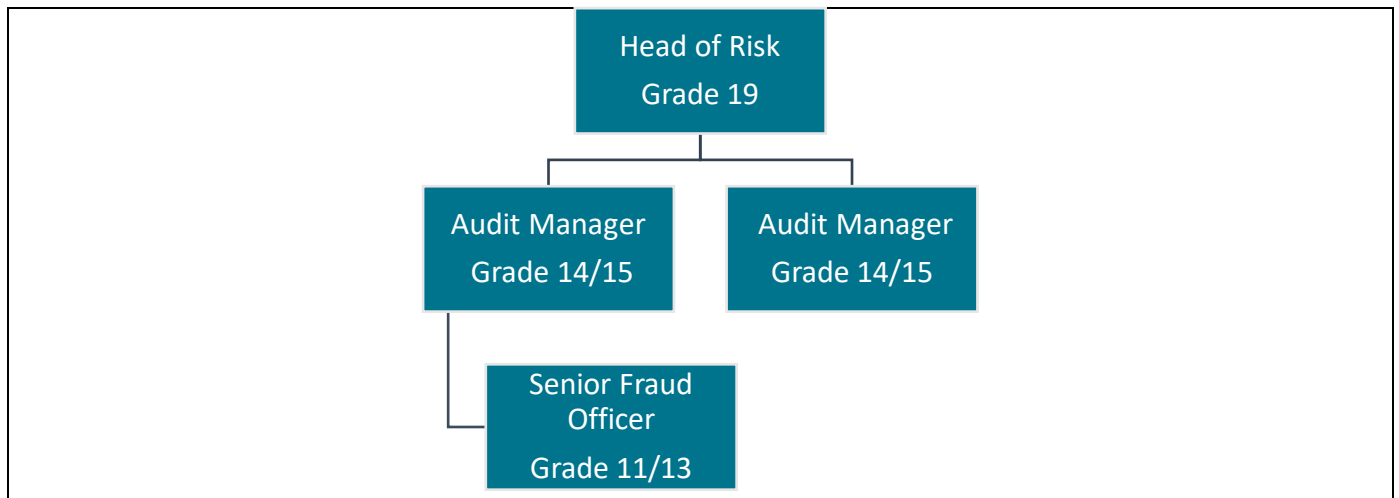
This role is based within [Corporate Strategy, Commissioning & Public Health](#). Find out more about [working for Kirklees](#).

Key areas of responsibility

In respect of fraud, bribery, or corruption the post holder will take actions to prevent, mitigate, investigate, and pursue (e.g., prosecute, seek disciplinary action) across all areas of Council activity.

- Lead the Fraud function, supervising and managing the Fraud Investigators and Business Support Officer in their roles, including work allocation, provision of advice and instruction, decisions as regards pursuit of cases, and setting, measuring, and discussing performance measures.
- The initial triage of any reported fraud cases, and allocation of cases to the Fraud Investigators and Business Support Officer.
- Holding a personal case load of investigations, involving gathering appropriate evidence, taking witness statements, and other related work
- Using risk management information, and otherwise, identification of activities where the council is vulnerable to fraud, bribery or corruption and identification of proactive areas for pursuit of perpetrators.
- Liaison and interaction with the National Fraud Initiative, including provision of data, and interpretation and investigation of any information provided.
- Providing advice, guidance, mentoring, coaching, and training to officers across the council intended to improve awareness of the risks of, and actions to mitigate against fraud, bribery, or corruption- including the preparation of written material and live interactions on a team or one to one basis.
- Be approachable, develop the trust of clients and colleagues and display fairness in decision making.
- Undertake other planned, investigation and ad hoc internal audit work as appropriate to a post at this level.

Position of job in organisational structure



Employee Specification

Knowledge, qualifications, skills and experience	Shortlisting criteria
Hold relevant qualification (in accountancy, audit, or fraud investigation) or demonstrate ability through relevant experience to work at Senior Officer level.	Essential
Qualified AAT, PIIA, qualified or part qualified CCAB, similar relevant qualification	Desirable
Experience of analyzing data and presenting detailed evaluation for consideration by management.	Essential
Strong verbal and written communication skills	Essential
Experience in Fraud Investigation or Internal Audit or similar assurance, investigation, or consultancy environment.	Desirable
Accredited counter fraud specialist.	Desirable #
Knowledge of auditing and assurance principles.	Desirable
Demonstration of actions that maintain the current relevance of existing qualifications or experience.	Desirable
Ability to supervise, manage and motivate staff to maximise performance.	Essential
Experience in providing training, coaching, mentoring or advice	Desirable
Willingness to work on occasions outside normal hours.	Essential
Acknowledgement that hybrid working will include working at an office base, working from home and attendance at other locations as necessary.	Essential
Accepts a standard DBS check is required. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.	Essential

(#) Whilst this not an essential criterion it will be conditional on appointment that the candidate acquires these skills within 12 months of appointment.

Behaviours and expectations

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 2. Find out more about [Council Behaviours and Expectations](#).

General information

See your responsibilities related to [Safeguarding](#).

Able to work unsocial hours (occasional).

Driving licence or able to travel independently across Kirklees primarily and, on occasion, further afield; exceptions may be made for disabled candidates.

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

This job is a part of the Senior Finance Officer job family.

For Office Use Only:

Job Category	Finance	Grading ID	23352 / 23351 / 23350
Job ID	80101060	Last Updated	March 2023
Job Focus	Yes	Career Progression	Yes (11-13)

Contractual Variants

DBS Category		DBS Type	Yes
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	R Breeze		