



Role Profile

CORPORATE FRAUD OFFICER

Reference No.	I297.01	Type	Individual
Service	Audit and Risk Management, Financial Services		
Job Family	Para Professional 5	Grade	FC7

Purpose

To assist management to provide a professional and effective Corporate Fraud and Continuous Auditing function to Fife Council and the Integration Joint Board.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Contributing and promoting, the implementation of a strong anti-fraud culture, awareness and good practice across the Council and Integration Joint Board (IJB).	<p>Organisation skills (Take ownership – See ‘How We Work Matters’ Framework)</p> <p>Prioritisation skills</p>	<p>✓</p> <p>✓</p>	
Contributing to the review of the counter fraud policy and strategy to ensure they are fit for purpose and comply with standards of good practice, and developing policies and procedures for a corporate counter fraud service.	Experience of reaching appropriate evidence-based conclusions, and practical and proportionate recommendations for improvement (Deliver results)	✓	
Carrying out research into areas susceptible to fraud to identify areas of risk and maintain current awareness of new and developing fraud threats and how to address them, and to keep up-to-date with legislative changes and advise on the impact of changes on the counter fraud procedures.	<p>Report writing skills</p> <p>Communication skills</p>	<p>✓</p> <p>✓</p>	

E = Essential Criteria D = Desirable Criteria

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Helping to identify, develop and carry out data matching and other proactive techniques to identify possible fraud and corruption, and to provide assurance on the integrity of Council and IJB processes, improve internal control and discourage error and fraud.	Data analysis skills Interpretation skills	✓ ✓	
Maintaining a log of all allegations received and refer to Management for a decision on action to be taken, and to record action taken, progress and outcomes on the log.	Investigative skills and experience Interviewing skills Note-taking/recording skills File management skills	✓ ✓ ✓ ✓	
Investigating and reporting on allegations of fraud, corruption and dishonesty involving employees, contractors and third parties including members of the public by securing evidence, analysing records, interviewing witnesses and subjects and when required attend courts, tribunals and disciplinary hearings as a witness to give evidence on behalf of Fife Council and the IJB.	Confident and self-motivated Initiative taking skills	✓ ✓	
Carrying out investigations in accordance with all relevant legislation and Council / IJB policies to a standard that, where appropriate, is admissible in a criminal court.	Experience of maintaining confidentiality	✓	
Writing contemporaneous notes and compiling a report at the conclusion of each investigation of corporate fraud for submission to the Management for review and consideration of further action, including prosecution.	Team working skills (Work together)	✓	
Presenting findings to Management, including notifying fraud-related risks and weaknesses in existing processes and procedures, and making recommendations for improvement to internal control.	Accredited Counter Fraud Specialist or PinS-qualified or willing to study for qualification	✓	

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Advising and assisting Council Services and the IJB in counter fraud activity including investigation, and providing guidance to Management, staff and Elected Members on the prevention, deterrence and detection of fraud and corruption and the interpretation of the relevant legislation.	Experience in a compliance or counter fraud role Experience of interviewing under caution (Focus on customers)		✓ ✓
Helping co-ordinate the National Fraud Initiative exercise by liaising with relevant staff and undertaking reviews of data matches identified, and feeding results into reports for Audit Scotland.	Knowledge of fraud legislation and relevant public sector guidance		✓
Supporting the Council and IJB responses to Scotland's Serious Organised Crime Strategy by deterring, detecting, disrupting and diverting fraud.	Knowledge of Local Authority Services and their systems		✓
Operating at all times within the scope of current Data Protection legislation and related Council policy, treating all data with appropriate confidentiality and sensitivity.	Experience of investigation or audit management software		✓
Liaising, maintaining communication links and attending meetings with Fife Council Services and other bodies/ partners, such as the Department of Work and Pensions and Police Scotland, on counter fraud activity as required.	IT skills (Embrace technology and information)	✓	
Assisting in developing technical expertise and counter fraud knowledge within the Division as part of employee development.	Experience of data analysis software and collating statistical data		✓
Preparing and submitting prosecutions to the Procurator Fiscal where appropriate.	Experience in preparation and submission of prosecutions to the Procurator Fiscal		✓
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input checked="" type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results