

# Kent County Council

## Job Description: *Counter Fraud Intelligence Assistant*

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<b>Directorate:</b>	<b>Chief Executive Department</b>
<b>Unit/Section:</b>	<b>Finance   Internal Audit &amp; Counter Fraud</b>
<b>Grade:</b>	<b>KR5</b>
<b>Responsible to:</b>	<b>Counter Fraud Manager</b>

### **Purpose of the Job:**

Assist the Counter Fraud Manager and Counter Fraud Team in the progression of referrals of alleged fraud and similar crimes ensuring key legislation and internal policies are adhered to and desired outcomes are achieved.

Support the delivery of proactive counter fraud reviews designed to test the adequacy and effectiveness of internal controls and their ability to prevent, detect and deter fraud and similar crimes.

Provide support and advice to staff in the team and staff across KCC on the most efficient way to address fraud and similar issues.

### **Main duties and responsibilities:**

- Assist the Counter Fraud Manager, Counter Fraud Team and other members of the audit team with the investigation of alleged fraud and similar crimes ensuring that the investigations and individual tasks are completed in a lawful, objective and timely manner. Assist with the drafting of investigation and proactive review reports.
- Assist with the delivery of proactive counter fraud reviews in accordance with the approved internal audit and counter fraud plan or on direction of the Counter Fraud Manager, Audit Managers or the Head of Internal Audit.
- Analyse data, including sensitive and/or confidential data, and be able to draw and articulate reasonable conclusions to support investigation/review work and the reporting of service outcomes and Key Performance Indicators (KPI's).
- Support the Counter Fraud Manager and Counter Fraud Team with referral management by adding allegations of fraud to the case management system, liaising with the referrer and gathering initial evidence and intelligence.
- Assist with the development and deployment of data analytics through the use of excel, power BI or other data analytical software to identify fraud and error in large data sets.
- Support Counter Fraud Team with pre and post investigation/review meetings.
- Support Counter Fraud Team with the delivery of activity designed to promote an anti-fraud culture and deter fraud.

- When assisting with review and investigation fieldwork ensure budget and quality assurance standards are adhered to.
- Address low complexity queries and support KCC staff and managers to enable them to manage fraud risks effectively.
- Support projects in the development of standards, performance and operation of the internal audit and counter fraud service to achieve continuing improvements to the service.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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## Person Specification: *Counter Fraud Intelligence Assistant*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>Level 2 Diploma (or equivalent) with proficient practical, technical and/or computer skills.</p> <p>Post holders will be expected to study towards, and complete, key professional qualifications relevant to the Counter Fraud Apprentice and Counter Fraud Profession.</p>
<b>EXPERIENCE</b>	<p>Demonstrate an understanding of basic organisational policies and practices including equal opportunities and KCC values and behaviours</p> <p>Experience of meeting multiple deadlines and managing own work.</p> <p>Experience of working effectively with colleagues.</p> <p>Experience of using Microsoft applications such as Word, Excel, Teams.</p>
<b>SKILLS AND ABILITIES</b>	<p>Able to perform tasks professionally and with innovation, and being adaptable, committed and motivated in approach.</p> <p>Flexible approach to work with excellent prioritisation skills and the ability to meet fixed, non-negotiable deadlines and still maintain high quality standards.</p> <p>Good interpersonal and communication skills, both orally and in writing.</p> <p>The necessary tact, sensitivity and political awareness to negotiate/work with KCC staff and interact with victims or perpetrators of fraud and similar crimes.</p> <p>Ability to analyse data and draw reasonable conclusions. Use of data analytics to draw conclusions from large data sets.</p> <p>Ability to deal effectively with confrontation or disagreement.</p> <p>Ability to maintain confidentiality.</p> <p>Commitment to equalities and the promotion of diversity in all aspects of working.</p>
<b>KNOWLEDGE</b>	<p>Ability to develop awareness of investigation processes and related legislation and codes of practice.</p> <p>Numerical and literacy skills and a knowledge of, or ability to assimilate, the Council's various key systems</p> <p>Awareness of how local government operates.</p> <p>Awareness of data protection and confidentiality issues.</p>

**KENT VALUES AND CULTURAL ATTRIBUTES**

**Kent Values:**

- We are **brave**. We do the right thing, we accept and offer challenge
- We are **curious** to innovate and improve
- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making