

Kent County Council

Job Description: *Counter Fraud Apprentice*

Directorate:	Strategic and Corporate Services
Unit/Section:	Finance – Internal Audit & Counter Fraud
Grade:	Level 4 Apprenticeship Rate
Responsible to:	Counter Fraud Manager

Apprenticeship Training Details

Name of Apprenticeship Standard:	Counter Fraud Specialist
Level of Apprenticeship:	Level 4
Length of Study:	18 – 24 months

Purpose of the Job:

Assist the Counter Fraud Manager and Counter Fraud Team in the investigation 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.

To enable candidates who successfully complete a recognised and accredited Level 4 - Counter Fraud Apprenticeship to join the Governments Counter Fraud Profession and take up a Counter Fraud Specialist or Technician role within the Counter Fraud team where such a vacancy exists.

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 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 drafting of investigation and proactive review reports.

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.

Achieve all targets and objectives as specified by the Counter Fraud Manager.

Deliver functional role, as specified by the Counter Fraud Manager.

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 Apprentice*

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.

	CRITERIA
QUALIFICATIONS	<p>Maths and English GSCE Grade C or above</p> <p>Educated to A Level or equivalent (appropriate relevant NVQ qualifications would be considered)</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>
EXPERIENCE	<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>
SKILLS AND ABILITIES	<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.</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>
KNOWLEDGE	<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>
BEHAVIOURS AND KENT VALUES	<p>Ability to demonstrate the 3 Kent Values:</p> <ul style="list-style-type: none"> - Be Open - Invite contribution and challenge - Be accountable