

Kent County Council

Job Description: *Counter Fraud Specialist*

Directorate:	Strategic and Corporate Services
Division/Section:	Finance Internal Audit & Counter Fraud
Grade:	KR9
Responsible to:	Counter Fraud Manager

Purpose of the Job:

Investigate allegations of fraud, in accordance with key legislation and internal policy, and deliver proactive counter fraud reviews in relation to the adequacy and effectiveness of internal controls and their ability to prevent, detect and deter fraud. Investigations and reviews assigned will be in complex and/or medium risk areas.

CFS's will be required to provide support and advice to managers on the most efficient ways of pursuing investigations and implementing recommendations.

Support and maintain close working partnerships with Council's key stakeholders, in particular colleagues and operational managers within KCC and its traded companies and other organisations where KCC's internal audit section delivers an audit service.

Main Duties and Responsibilities:

- Investigate allegations of fraud, plan and deliver proactive counter fraud reviews of complex and/or medium risk in accordance with the approved annual internal audit and counter fraud plan or on direction of the Counter Fraud Manager, of audit management team. This will involve close liaison with relevant KCC staff and line managers (including KCC's trading companies and those organisations where KCC's audit section delivers an audit service).
- For assigned proactive fraud reviews, undertake the planning, including development of draft engagement and work programmes.
- Undertake, and where delegated, supervise work of the Counter Fraud Apprentice in accordance with budget and quality assurance standards.
- Analyse data, including sensitive and/or confidential data, as part of the evaluation of investigation/review evidence, be able to provide disciplinary/criminal recommendations and/or an assurance on the subject matter.
- Attend, and lead, pre and post investigation/review meetings with managers and/or senior managers supported by more experienced CFS's or the Counter Fraud or Audit Manager as appropriate (depending on the complexity and sensitivity of outcomes).
- Produce draft investigation and proactive review reports and work with report recipients to finalise reports.

- Deliver activity designed to promote an anti-fraud culture across KCC, its traded companies and other organisations for which the internal audit team provides services.
- Provide advice to staff and managers to enable them to obtain assurance that fraud risks are being managed effectively.
- Liaise with operational managers, as defined, throughout the year, to provide updates on the delivery of assigned investigations and proactive review work.
- Support the induction and training of staff as directed by the Counter Fraud Manager or audit management team to maintain high standards of professional and vocational knowledge in the section.
- Support internal based projects in the development of standards, performance and operation of the counter fraud and internal audit section to achieve continuing improvements to the internal audit and counter fraud service.
- Support marketing activities designed to promote the KCC internal audit trading brand (Invicta Audit and Counter Fraud) and commercial internal audit and counter fraud services, securing new business/income whenever possible.
- Achieve all targets as specified by Counter Fraud and Audit Managers.
- Deliver functional role, as specified by Counter Fraud and Audit Managers.

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.

Kent County Council
Person Specification: *Counter Fraud Specialist*

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

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

	CRITERIA
QUALIFICATIONS	Educated to Education to “A” Level standard or equivalent ACFS, PINS (or equivalent) qualification and/or proven ability to do the job.
EXPERIENCE	<p>Experience of undertaking investigations and/or proactive fraud reviews independently, end to end, with minimal supervision.</p> <p>Experience of working effectively with colleagues and managers and persuading others to take a particular course of action.</p> <p>Experience of report writing and seeking agreement of relevant actions.</p> <p>Experience of meeting multiple deadlines and managing own work</p> <p>Experience of interpreting, understanding and complying with complex guidance and legislation.</p> <p>Experience of using Microsoft Office and investigation applications.</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 tight deadlines and still maintain high quality standards.</p> <p>Strong interpersonal and communication skills, both orally and in writing, including good report-writing skills.</p> <p>The necessary tact, sensitivity and political awareness to negotiate/work with KCC Officers and victims/perpetrators of fraud, and the ability to persuade others to take an appropriate course of action.</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>Good knowledge of investigation processes and related professional standards.</p> <p>Numerical and literacy skills and a knowledge of, or ability to assimilate, the Council's various key systems.</p> <p>Knowledge of how local government and the wider public sector operates.</p> <p>Knowledge and understanding of data protection and confidentiality issues.</p>
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> - Be Open - Invite contribution and challenge - Be accountable

Kent County Council

Job Description: *Counter Fraud Specialist*

Directorate: Strategic and Corporate Services
Division/Section: Finance | Internal Audit & Counter Fraud
Grade: KR10
Responsible to: Counter Fraud Manager

Purpose of the Job:

Investigate allegations of fraud, in accordance with key legislation and internal policy, and deliver proactive counter fraud reviews in relation to the adequacy and effectiveness of internal controls and their ability to prevent, detect and deter fraud. Investigations and reviews assigned will be in complex and medium or high-risk areas.

CFS's will be required to provide support and advice to managers and senior managers on the most efficient ways of pursuing and resolving investigations and implementing recommendations.

Support and maintain close working partnerships with Council's key stakeholders, in particular colleagues and operational managers as well as senior management within KCC and its traded companies and other organisations where KCC's internal audit section delivers an audit service.

Main Duties and Responsibilities:

- Investigate allegations of fraud, plan and deliver proactive counter fraud reviews in complex and medium/high risk areas in accordance with the approved internal audit and counter fraud plan, or on direction of the Counter Fraud Manager, or audit management team. This will involve close liaison with relevant KCC staff and some senior managers (including KCC's trading companies and those organisations where KCC's audit section delivers an audit service).
- For assigned proactive fraud reviews, undertake the planning, including development of draft engagement and work programmes.
- Where delegated, supervise, review and sign-off work of the Counter Fraud Technician and Apprentice and less experienced counter fraud specialists, raising coaching notes for areas of improvement or clarification in accordance with budget and quality assurance standard for internal and/or external clients.
- Analyse data, including highly complex/sensitive and/or confidential data, as part of the evaluation of investigation/review evidence, be able to provide disciplinary/criminal recommendations and/or assurance on the subject matter.
- Lead pre and post investigation and review meetings with Heads of Service and/or senior managers, supported by the Counter Fraud or Audit Manager as appropriate (depending on the complexity and sensitivity of the outcomes).

- Produce draft investigation and proactive review reports and work with report recipients to finalise reports. Where delegated, review draft reports of less experienced staff.
- Design, review and deliver activity to promote an anti-fraud culture across KCC, its traded companies and other organisations for which the internal audit team provides services.
- Provide advice and support to staff and managers and senior managers to enable them to obtain assurance that fraud risks are being managed effectively.
- Liaise with operational managers and senior managers as defined throughout the year to provide updates on the delivery of investigations and the audit plan, including the implementation of corrective management actions.
- Advise and inform senior managers on the fraud control implications for changes in systems and KCC policy.
- Provide induction and training of staff as directed by the Counter Fraud Manager or audit management team to maintain high standards of professional and vocational knowledge in the section.
- Lead and take an active part in internal projects in the development of standards, performance and operation of the counter fraud and internal audit section to achieve continuing improvements to the internal audit and counter fraud service.
- Actively participate, and sometimes lead, marketing activities designed to promote the KCC internal audit trading brand (Invicta Audit and Counter Fraud) and commercial internal audit and counter fraud services, securing new business/income whenever possible.
- Achieve all targets as specified by the Counter Fraud and Audit Managers. Deliver functional role, as specified by Counter Fraud and Audit Managers.

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 Specialist*

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

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

	CRITERIA
QUALIFICATIONS	<p>Educated to graduate or equivalent standard.</p> <p>ACFS, PINS (or equivalent) qualification and/or proven ability to do the job.</p>
EXPERIENCE	<p>Significant experience of undertaking investigations and proactive counter fraud reviews independently, end to end, with minimal supervision.</p> <p>Significant experience of working effectively with colleagues and senior managers and persuading others to take a particular course of action.</p> <p>Significant experience of effective report writing and agreement of relevant actions.</p> <p>Significant experience of meeting multiple deadlines and managing own work and the work of others.</p> <p>Significant experience of interpreting, understanding and complying with complex guidance and legislation.</p> <p>Significant Experience of using Microsoft Office and business/investigation applications.</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>Strong Interpersonal and communication skills, both orally and in writing, including effective report-writing skills</p> <p>The necessary tact, sensitivity and political awareness to negotiate/work with Senior Officers, and the ability to persuade others to take an appropriate course of action.</p> <p>Ability to analyse complex and/or highly sensitive and/or confidential data and draw robust conclusions.</p> <p>Ability to deal effectively with confrontation or disagreement.</p> <p>Ability to maintain confidentiality.</p>

	Commitment to equalities and the promotion of diversity in all aspects of working.
KNOWLEDGE	<p>Excellent numerical and literacy skills and a knowledge of, or ability to assimilate, the Council various key systems</p> <p>Detailed knowledge and understanding of how local government and the wider public sector operate.</p> <p>Significant knowledge of fraud investigation and proactive fraud review processes and related professional standards.</p> <p>Knowledge and understanding of data protection and confidentiality issues.</p>
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> - Be Open - Invite contribution and challenge - Be accountable

Kent County Council

Job Description: *Counter Fraud Specialist*

Directorate:	Strategic and Corporate Services
Division/Section:	Finance Internal Audit & Counter Fraud
Grade:	KR 11
Responsible to:	Counter Fraud Manager

Purpose of the Job:

Investigate allegations of fraud, in accordance with key legislation and internal policy and deliver proactive counter fraud reviews in relation to the adequacy and effectiveness of internal controls and their ability to prevent, detect and deter fraud. Investigations and reviews will be in complex and high-risk areas. Work assigned will be of complexity, impact and risk commensurate with the experience and grading of the post holder.

The Counter Fraud Specialist will be required to provide support, advice and challenge to senior managers on the most efficient ways of pursuing and resolving investigations, as well as addressing the issues identified and understanding/rectifying the root causes.

Develop and maintain effective working relationships and work collaboratively with the key stakeholders, in particular directorate senior management teams and senior staff within KCC and the Directors of its traded companies and other organisations where KCC's Internal audit section delivers an audit service.

Main Duties and Responsibilities:

- Investigate allegations of fraud, plan and deliver proactive counter fraud reviews in complex and high-risk areas in accordance with the approved internal audit and counter fraud plan, or on direction of the Counter Fraud Manager or audit management team. This will involve close liaison with relevant KCC's senior managers and other organisations, including the Directors of KCC's trading companies and those organisations where KCC's audit section delivers an audit service).
- For assigned investigations and proactive reviews, undertake the planning, including development of engagement plans and work programmes.
- Supervise and direct the work of counter fraud and audit staff to ensure the achievement of investigations, counter fraud reviews and other work for both external and internal clients in accordance with budget and quality assurance standards and section KPI's.
- Analyse data, including highly complex/sensitive and/or confidential data, as part of the evaluation of investigation/review evidence to be able to provide disciplinary/criminal recommendations and/or assurance on the subject matter.
- Lead pre and post investigation/review meetings with Directors, Heads of Service and senior managers supported by the Counter Fraud or Audit Manager as appropriate (depending on the complexity and sensitivity of outcomes).

- Produce draft reports and work with report recipients to finalise reports. Where delegated, review draft reports of less experienced staff.
- Design, deliver and evaluate activity to promote an anti-fraud culture across KCC, its traded companies and other organisations for which the internal audit team provides services.
- Provide advice, challenge and support to Directors, Heads of Service and senior managers to enable them to obtain assurance that fraud and similar risks are being managed effectively.
- Liaise with Directors, Divisional Management Teams, senior managers and operational managers throughout the year to discuss progress and outcomes in accordance with the published Internal audit and counter fraud plan, including the implementation of corrective management actions and gather intelligence/discuss future counter fraud requirements/activity.
- Advise, inform and give direction to senior managers on the control implications for changes in procedures/systems, funding, legislation and policy.
- Develop and provide induction and training of staff as directed by the Counter Fraud Manager or audit management team to maintain high standards of professional and vocational knowledge in the section.
- Lead internal and external projects in the development of standards, performance and operation of the internal audit and counter fraud section to achieve continuing improvements to the internal audit and counter fraud service.
- Develop and lead marketing activities designed to promote the KCC internal audit trading brand (Invicta Audit and Counter Fraud) and commercial internal audit and counter fraud services, securing new business/income whenever possible.
- Deputise for the Counter Fraud Manager in their absence.
- Achieve all targets as specified by the Counter Fraud and Audit Managers.
- Deliver functional role, as specified by the Counter Fraud and Audit Managers.

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 Specialist*

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

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

	CRITERIA
QUALIFICATIONS	Educated to graduate or equivalent standard GCFS, (or equivalent) qualification and/or proven ability to do the job.
EXPERIENCE	<p>Extensive experience of undertaking investigations and proactive counter fraud reviews independently, end to end, with minimal supervision.</p> <p>Extensive experience of working in a counter fraud (or related) environment in the public, private and/or third sectors.</p> <p>Extensive experience of working effectively with and challenging Senior Officers, Heads of Service and Directors.</p> <p>Extensive Experience of directing and reviewing the counter fraud work of others.</p> <p>Experience of meeting multiple deadlines and managing own work and the work of others.</p> <p>Experience of interpreting, understanding, complying with and advising on guidance and legislation.</p> <p>Extensive experience of relevant IT packages, including business, audit, and counter fraud systems.</p> <p>Experience of influential report writing which leads to action.</p>
SKILLS AND ABILITIES	<p>Highly motivated with the ability to work on own initiative whilst motivating others.</p> <p>Ability to meet fixed, non-negotiable deadlines and still maintain high quality standards.</p> <p>High levels of interpersonal and communication skills, both orally and in writing, including excellent report-writing skills.</p> <p>The necessary tact, sensitivity and political awareness to negotiate/work with Senior Officers, Heads of Service and Directors and the ability to persuade others to take an appropriate</p>

	<p>course of action.</p> <p>Ability to analyse complex and highly sensitive and/or confidential data and draw robust 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>
<p>KNOWLEDGE</p>	<p>Excellent numerical and literacy skills and a knowledge of the Council's various key systems.</p> <p>Detailed knowledge and understanding of how local government and the wider public sector operate, including Local Authority Traded Companies.</p> <p>Significant knowledge of all counter fraud processes (reactive and proactive) and related professional standards.</p> <p>Knowledge and understanding of data protection and confidentiality issues.</p>
<p>BEHAVIOURS AND KENT VALUES</p>	<p>Kent Values:</p> <ul style="list-style-type: none"> - Be Open - Invite contribution and challenge - Be accountable