



FINANCIAL CRIMES COMMISSION

JOB POSITION

**OFFICER – ASSET RECOVERY
UNIT**

**JOB GRADE: FCC
L5**

1) PURPOSE OF THE JOB

To assist the Senior Officer of Asset Recovery Unit, in achieving the vision and mission of the Commission objectives of the Asset Recovery Unit

2) LEVEL OF RESPONSIBILITY

Undertakes duties and responsibilities as per his/her Job Description and as per the instructions of the Director-General.

3) REPORTING LINE: Senior Officer, Head of Unit and the Director ARMD

4) QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- A. A Bachelor's degree in Finance/ Accounting/ Banking/ Economics or an equivalent qualification with at least two (2) years' experience in complex financial analysis, intelligence gathering, and asset tracing to identify and track illicit acquired assets.

5) DESIRABLE SKILLS & ABILITIES

- ❖ Good analytical, research and investigative skills
- ❖ Good attention to detail
- ❖ Proficiency in financial analysis
- ❖ Excellent written and verbal communication skills
- ❖ Integrity and ability to maintain confidentiality
- ❖ Attention to detail and ability to work with large datasets
- ❖ Proficiency in relevant software and databases
- ❖ Familiarity with anti-money laundering and counter-terrorist financing regulations
- ❖ Understanding of complex financial instruments and offshore structures
- ❖ Knowledge of international asset recovery and mutual legal assistance treaties
- ❖ Proficiency in financial investigation software and data analytics tools
- ❖ Ability to work in a highly confidential environment with sensitive information
- ❖ Strong ethical standards
- ❖ High level of integrity, responsibility, confidentiality and discretion
- ❖ Professionalism
- ❖ Communications: Excellent oral and writing skills, interpersonal skills, ability to prepare reports, and communicate effectively.
- ❖ Be a team player
- ❖ Ability to work under pressure, during late hours and meet deadlines.
- ❖ Experience in working multi-disciplinary teams across different units.
- ❖ High level of integrity, responsibility, confidentiality and discretion

6) KEY RESPONSIBILITIES

- ❖ Conduct investigations or analyze as assigned by the Unit Head
- ❖ Gather and analyze financial data and evidence
- ❖ Prepare detailed reports on findings and recommendations
- ❖ Conduct detailed financial investigations to trace proceeds of crime and instrumentalities
- ❖ Assist in the identification and seizure of terrorist properties
- ❖ Prepare comprehensive asset recovery reports and court documentation
- ❖ Assist in international cooperation efforts for asset recovery
- ❖ Assist in tracing and recovering assets (for Asset Recovery Unit)
- ❖ Collaborate with team members and other units as needed
- ❖ Participate in ongoing training and professional development
- ❖ Conduct thorough investigations or analyses as assigned, focusing on asset recovery,
- ❖ Participate in coordinated efforts with other units and divisions to support comprehensive financial crime investigations.
- ❖ Assist in Maintaining accurate and detailed records of all activities related to asset recovery investigations
- ❖ To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Officer-Asset Recovery in the roles ascribed to him/her.

7) WORKING CONDITIONS

The Officer will be expected to work outside normal office hours including weekends and public holidays

The duties mentioned above are not exhaustive. The FCC reserves the right to require the incumbent to perform any other duties of equivalent level to those specified.

8) TERMS AND REMUNERATION

The post of Officer is on the permanent and pensionable establishment of the FCC. The terms and conditions of employment of the FCC, relevant to the grade of Officer, shall be applicable.

Salary Scale: Rs 53,050 X 1,200 + 56,650 X 1,450 + 65,350 X 1,850 + 83,850 X 2,300 + 109,150