



**FINANCIAL CRIMES COMMISSION**

**JOB POSITION  
OFFICER – DECLARATION OF ASSETS**

**JOB GRADE : FCC L5**

## **1) PURPOSE OF THE JOB**

The Officer in the Declaration of Assets Unit is responsible for ensuring the proper collection, verification, and analysis of asset declarations submitted by individuals and entities as required by law. The role involves reviewing financial disclosures for accuracy, detecting inconsistencies, and supporting investigations into illicit wealth or unexplained assets.

## **2) LEVEL OF RESPONSIBILITY**

Undertakes duties and responsibilities as per his Job Description and as per the instructions of the Chief Officer of DOA Unit, Head of Unit and the Director of ARMD.

## **3) REPORTING LINE: THE CHIEF OFFICER, HEAD OF UNIT OF DOA AND TO THE DIRECTOR OF ARMD**

## **4) QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

- A. A Bachelor's degree in Law, Finance, Accounting, ACCA Level 2 or an equivalent qualification with at least 2 years' experience in financial investigation, compliance, auditing, or related field.
- B. Experience working with financial records, forensic accounting, or regulatory compliance is preferred.

## **5) DESIRABLE SKILLS & ABILITIES**

- ❖ Strong analytical, research and investigative skills
- ❖ Knowledge of financial regulations, anti-corruption laws, and asset declaration procedures.
- ❖ Good attention to detail and ability to detect inconsistencies in financial records
- ❖ Good Public relations and interpersonal skills.
- ❖ Proficiency in financial analysis and relevant software tools
- ❖ Excellent written and verbal communication skills
- ❖ Integrity and ability to maintain confidentiality
- ❖ Ability to work independently and within a team.
- ❖ Proficiency in relevant software and databases
- ❖ Ability to work under pressure, during late hours and meet deadlines.
- ❖ Experience in working multi-disciplinary teams across different units.

## **6) KEY RESPONSIBILITIES**

- ❖ Receive, log, and process asset declaration forms submitted by declarants.
- ❖ Verify the completeness and accuracy of declarations against financial records and other available data sources.
- ❖ Identify discrepancies, omissions, or potential red flags in declared assets.
- ❖ Conduct preliminary analysis to determine whether declared assets align with known income sources.
- ❖ Assist in gathering supporting documentation related to declared assets.
- ❖ Liaise with investigative teams to provide reports on suspicious or non-compliant declarations.
- ❖ Ensure compliance with legal and regulatory requirements governing asset declarations.
- ❖ Notify declarants of non-compliance
- ❖ Respond to inquiries regarding asset declaration procedures and requirements
- ❖ Maintain secure and organised records of assets declarations and related correspondences.
- ❖ Ensure proper documentation of all verification and analysis activities.
- ❖ Assist in preparing reports on declaration trends and risk assessments
- ❖ Conduct continuous monitoring of declared assets to track changes in ownership, value, or suspicious transactions.
- ❖ Identify unexplained increases in assets or inconsistencies with declarant's known income and financial profile.
- ❖ Collaborate with team members and other units as required.
- ❖ Digital verification of declarations against tax, land, and banking databases.
- ❖ Introduce risk scoring model usage and red-flag identification.
- ❖ Ensure coordination with UWU for flagging suspicious declarations.
- ❖ 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-Declaration of Asset in the roles ascribed to him/her.

## **7) WORKING CONDITIONS**

The incumbent 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-Declaration of Asset 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**