



FINANCIAL CRIMES COMMISSION

JOB POSITION
SENIOR OFFICER – ASSET RECOVERY
UNIT

JOB GRADE: FCC L6

1) PURPOSE OF THE JOB

To assist the Chief Officer of Asset Recovery Unit, Head of Unit and/or the Director of ARMD 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 Head of Unit and Director ARMD

3) REPORTING LINE: The Chief Officer or Head of Unit and/or Director ARMD

4) QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- A. A Bachelor's degree in Finance/ Accounting/ Banking/ Economics or an equivalent qualification with at least five (5) year's post qualification experience in complex financial analysis, intelligence gathering, and asset tracing to identify and track illicit acquired assets.
- B. Professional certification in anti-money laundering or asset recovery is desirable

5) DESIRABLE SKILLS & ABILITIES

- ❖ Advanced knowledge of asset tracing techniques and international asset recovery laws
- ❖ Proficiency in financial investigation software and data analytics tools
- ❖ Demonstrated ability to stay updated on emerging financial crime trends and asset concealment techniques
- ❖ Advanced analytical and investigative skills
- ❖ Excellent attention to detail
- ❖ Proficiency in financial analysis and relevant software tools
- ❖ Strong written and verbal communication skills
- ❖ Leadership and mentoring abilities
- ❖ Knowledge of international asset recovery practices and regulations
- ❖ Good interviewing and investigative/interrogation skills
- ❖ Critical thinking and problem-solving abilities
- ❖ Ability to work in a structured, organised manner
- ❖ Dynamic and motivated team player
- ❖ Eye for details
- ❖ Able to work under pressure to meet deadlines
- ❖ Good IT Knowledge and skills.
- ❖ High level of integrity, responsibility, confidentiality and discretion
- ❖ Professionalism
- ❖ Communications: Excellent oral and writing skills, interpersonal skills, ability to prepare reports, and communicate effectively.
- ❖ 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

- ❖ Assist the Chief investigator
- ❖ Supervise complex asset recovery investigations
- ❖ Coordinate with local and international agencies for asset recovery efforts
- ❖ Liaise with international partners on cross-border asset recovery operations, including participation in joint investigation teams
- ❖ Prepare comprehensive reports and court documentation for asset forfeiture proceedings, ensuring all legal requirements are met
- ❖ Provide guidance on asset recovery laws and procedures to team members and other units within the FCC
- ❖ Prepare comprehensive reports on findings and recommendations for legal action
- ❖ Mentor junior officers in investigation techniques and best practices
- ❖ Assist in developing policies and procedures for the Asset Recovery Unit
- ❖ Represent the unit in meetings with other departments and external stakeholders
- ❖ Stay updated on emerging trends and methodologies in asset recovery
- ❖ Contribute to the unit's strategic planning and goal-setting
- ❖ Ensure compliance with relevant laws and regulations in all investigations
- ❖ Gather and analyze financial data and evidence in compliance with the FCC Act and other relevant legislation
- ❖ Maintain accurate records and databases
- ❖ Collaborate with team members and other units as required
- ❖ Conduct investigations and analysis as assigned by Chief Officer and/or unit head
- ❖ Prepare reports and documentation on findings
- ❖ Assist in the tracing and recovery of assets
- ❖ Maintain accurate records and databases
- ❖ Collaborate with team members and other units as required.
- ❖ Lead mentoring and coaching for junior staff.
- ❖ Oversee preparation of case strategy reports with focus on international recoveries.
- ❖ Lead internal workshops on case studies and investigative techniques.
- ❖ Use visualization tools to map asset flow (e.g., i2 Analyst Notebook).
- ❖ 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 Senior Officer in the roles ascribed to him/her.

7) WORKING CONDITIONS

The Senior 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 Senior 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 Senior Officer, shall be applicable.

Salary Scale: Rs 62,450 X 1,450 + 65,350 X 1,850 + 83,850 X 2,300 + 109,150 X 3,200 + 121,950 X 4,200 + 130,350