



FINANCIAL CRIMES COMMISSION

JOB POSITION

**OFFICER – Asset Management Unit
Asset Recovery and Management Division**

**JOB GRADE: FCC
L5**

1) PURPOSE OF THE JOB

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

The Officer reports directly to the Chief Officer, Head of the Asset Recovery Unit (ARU) and the Director of 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 asset recovery, asset management, procurement or asset tracing and realization.
- B. Professional certifications such as CPA, ACCA, or certifications in financial crime investigation and compliance will be an advantage.

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
- 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 communication 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

- Gather and analyze financial data
- Prepare detailed reports on findings and recommendations
- Assist in the management and realisation of assets
- Prepare comprehensive reports and court documentation
- Assist in international cooperation efforts for asset recovery
- 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 management unit
- 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 Management Unit 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