# Hosting Proforma

Northern Ireland Civil Service (NICS)

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Michelle Anderson

 Name

 Organisation/

Department of Finance

 Department

Hillview Buildings

Stormont Estate

Belfast

BT4 3TA

 Address

 Telephone

028 9052 0053

 Number

michelle.anderson@finance-ni.gov.uk

 E-mail

Type of Opportunity

Secondment – Fraud Investigator

**2. Details of hosting opportunity**

 Description of opportunity

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| Northern Ireland Civil Service (NICS) departments are responsible for overseeing the allocation and management of the expenditure authorised by the NI Assembly, through a wide range of public organisations which include the departments, their agencies and other arm’s length bodies. The Permanent Secretary of each department, who is designated as the Accounting Officer, is personally responsible to the NI Assembly for how this money is spent. Where potential fraud is identified, departments must respond quickly and effectively using trained and experienced personnel to investigate. This is a six month secondment opportunity to work as a fraud investigator in the NICS with the possibility of an extension, subject to the agreement of all parties. Working as a fraud investigator within the NICS you would have the opportunity to carry out investigations within a variety of departments and ALBs, doing so in line with fraud investigation best practice.  |

 Main objectives of the opportunity

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| The post holder will be required to investigate suspected internal and external fraud in relation to NICS departments, agencies and Arm’s Length Bodies in line with relevant fraud investigation procedures and legislative requirements. The main duties and responsibilities include:* Planning, undertaking and accurately recording fact-finding interviews with witnesses.
* Liaising with law enforcement bodies as required.
* Liaising with relevant organisations regarding current fraud cases.
* Drafting reports on conclusion of investigations, detailing findings and recommendations.
* Preparing evidential packs in line with the Memorandum of Understanding between the public sector and the Police Service of Northern Ireland for use in criminal proceedings.
* Court appearances as required.
* Providing advice to relevant organisations regarding potential fraud cases.
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| The individual must hold a relevant fraud investigation qualification and have at least one years’ practical experience of working in fraud investigations. |

**4. Personnel: Please state below**

 Who will the individual report to?

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| The individual will report to the Head of the Group Fraud Investigation Service.  |

 Who will be the individual’s line manager and/or reporting officer?

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| The individual’s line manager will be Wai Ki Mo.  |

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

 individual and their organisation.

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| **Benefits to the NICS**The NICS will benefit from the different perspectives brought by an individual who works in a different organisation / sector. **Benefits to individual** The individual will benefit through enhancing their fraud investigation skills by involvement in investigations in a diverse range areas. **Benefits to the Individuals Organisation**The individual will return to their organisation with additional experiences and new perspectives. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: As soon as a successful candidate has been identified and a release date has been agreed.**Duration**: Six months with the possibility of an extension, subject to the agreement of all parties.**Location**: The NICS Fraud Investigation Service is located in Hillview Buildings on the Stormont Estate, however, the post will require frequent travel across Northern Ireland. **Resources**: Office based with all relevant facilities provided including a laptop computer.**Funding**: NICS will pay salary costs and associated expenses.**Further information**: For further information about the post please contact Michelle Anderson by telephone on 02890 520053 or by email on michelle.anderson@finance-ni.gov.uk**Closing Date:** Applications must be submitted by 5.00pm on Friday 31st May 2019 to**:**  **For NI Civil Service departmental staff only:** **secondments@hrconnect.nigov.net** **For staff from all other Partner organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Michelle Anderson** |

**Signed:**

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| **17 May 2019** |

**Date:**