
JOB DESCRIPTION

Job Title: Economic Crime Officer

Grade: C

Department: Economic Crime, Governance

Role Overview:

This role is in the second line of defence overseeing the first line of defence in business as usual activities in relation to all economic crime risks. The role is hybrid but with an expectation of in-office time in either CAF Kings Hill or London.

Main purpose of job:

The Economic Crime officer will provide support as directed with:

- KYC, client onboarding, beneficiary verification and economic crime prevention
- reviewing and/or providing guidance on higher risk activity referred by first line of defence including payments, new or reviews of various relationship types, and other changes.
- delegated authority from the Nominated Officer the review, assessment, reporting and managing, as necessary, of Suspicious Activity Reporting and other law enforcement or regulatory reporting
- conducting other activities including Monitoring, horizon scanning, economic crime systems oversight and country risk assessment alongside other referrals on behalf of the Head of Economic Crime.

Scope:

The role scope encompasses Charities Aid Foundation and all its subsidiary entities.

Responsible to: Senior Manager Economic Crime Compliance

Budgetary responsibilities: None

Responsible for: None

Key Job Responsibilities:

- Advise the business on all areas of day-to-day economic crime compliance
- Act as a point of escalation for the business for economic crime matters, ensuring the business is provided with prompt advice.
- Ensure that suspicious activity reports are investigated within the agreed timescales and escalated to the Nominated Officer and reported to the National Crime Agency under delegated authority as appropriate.

- Facilitate responses to the correct parties to enquiries from law enforcement agencies or other legal / regulatory authorities for execution of court orders or other legal orders.
- Support the conduct of economic crime monitoring across all relevant business areas within CAF.
- Support the provision of training, development and delivery of economic crime communications and initiatives.
- Support key stakeholders across CAF to ensure effective systems and controls are in place for the management of economic crime.
- Support the identification and remediation of areas of non-compliance with regulation, internal policy, business procedure and practice.
- Investigate and making decisions on referrals made by first line of defence and supporting product governance in line with delegated authorities
- Support first line of defence in delivering charity legislation compliance as part of meeting economic crime obligations.
- Manage second line responsibilities relative to CAF's Screening systems and internal watchlists.
- Recommend changes to working practices and procedures to enhance CAF's economic crime prevention activity.
- Contribute to the development of a positive and open compliance culture relating to economic crime where staff seek to maintain high standards of regulatory compliance and seek to protect CAF, its reputation, donors and beneficiaries at all times.
- Build relationships with CAF businesses stakeholders to support business procedure evaluation to ensure they meet expectations for the economic crime policies and standards.
- Maintain up to date professional knowledge and expertise through monitoring of legal and regulatory change, study and professional reading relevant to economic crime and charity related legislation.
- Support the design, development, implementation and embedding of CAF Group Economic Crime Policies and Standards.
- The role holder will work alongside the broader CAF Governance team including supporting the broader activities and initiatives.

CAF Values and Behavioural Indicators

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF.

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

Date: June 2025

PERSON SPECIFICATION

Job Title: Economic Crime Officer
Date: June 2025

Attributes *	Essential ✓	Desirable ✓	How Evidenced †
Experience <ul style="list-style-type: none"> Must have experience working in the field of economic crime e.g. anti-money laundering 	✓		R, A, C
Qualifications <ul style="list-style-type: none"> ICA advanced certificate or diploma in AML or equivalent or commitment to study towards a qualification 		✓	A, E
Training <ul style="list-style-type: none"> Any relevant course, workshop, seminar or other training relating to AML, time management, project management, communication, economic crime investigation and IT 		✓	A, E
Specialist Skills/ Ability/Knowledge <ul style="list-style-type: none"> PC skills including use of MS Office, Knowledge of JMLSG, AML regulations, other economic crime legislation and sources of information to support investigations Ability to conduct research in support of provision of advice or decisions Ability to make decisions within delegated authority & recognise when escalation is appropriate Strong analytical and problem-solving skills Attention to detail Ability to handle sensitive information and maintain confidentiality. 	✓ ✓ ✓ ✓ ✓ ✓		A, C
Communication <ul style="list-style-type: none"> Ability to communicate effectively in writing and orally with all levels of employee 	✓		A, C
Personal Qualities <ul style="list-style-type: none"> Assertive, ability to work to tight deadlines and manage priorities of a demanding workload 	✓		C
Special Conditions <ul style="list-style-type: none"> None 			
Prior to Appointment All posts: <ul style="list-style-type: none"> Credit Check Sanctions Check Basic DBS Check Employment References Medical Clearance Right to Work in the UK FCA Approved Posts: Standard DBS Check	✓ ✓ ✓ ✓ ✓ ✓ ✓		R/E

Key

R = References
E = Evidence/Certificates
A = Application
C = Competency Interview
T = Testing/Assessment