

INDEPENDENT COMMISSION AGAINST CORRUPTION	
POSITION DESCRIPTION	
Position title	Senior Forensic Accountant
ICAC Grade	ICAC Officer Grade 5
Division	Investigation Division
Section	Investigation Section
Reporting relationship	Reports to a Chief Investigator Investigation Section
Position description updated	July 2016

1. PURPOSE OF POSITION

Apply forensic accounting expertise in the investigation of allegations of corrupt conduct in performance of the Commission's principal functions.

2. NATURE AND SCOPE OF POSITION

- Apply advanced forensic accounting expertise and advice in the investigation of allegations of serious corrupt conduct and systemic corrupt conduct and matters referred to the Commission by the NSW Electoral Commission, using conventional, covert and coercive investigation powers available to the Commission.
- Prepare expert forensic accounting reports and provide expert evidence for use in Commission hearings, prosecution action by the Director of Public Prosecutions and disciplinary or other action by public sector authorities.

3. PERFORMANCE ACCOUNTABILITIES

Quality

- Relevant forensic accounting issues and lines of inquiry are identified for complex fraud, money-laundering, commercial arrangements, schemes and other activities designed to facilitate or conceal financial benefit or advantage in connection with alleged corrupt conduct.
- Commercial and financial evidence is carefully collated, reconstructed, interpreted, analysed and presented in reports that meet accepted accounting, auditing and expert evidence standards and requirements.
- Sound financial investigation tactics, strategies and risks are identified in conjunction with investigation team members and approved plans and decisions appropriately implemented.

Operational effectiveness

- Work is undertaken in keeping with agreed priorities and time and resources are optimally applied.
- The Commission's investigation standards are upheld and operational practices are able to withstand internal and external scrutiny.

People and communication

- Work is undertaken cooperatively with other investigation team members, with contribution to the development of investigation plans, strategies and decisions.
- Records of investigation plans, activities and results are maintained so that information about work progress and outcomes is readily available to others.
- Any conflict with team members is managed and productive internal and external working relationships are maintained.

Growth

- Professional standards, requirements and skills are current, appropriate personal and professional development needs are identified and, in consultation with the Chief Investigator, they are addressed.

4. REQUIRED QUALIFICATIONS OR RELEVANT EQUIVALENT WORK EXPERIENCE AND SKILLS SET REQUIRED

- A degree or higher level qualification in Commerce, Accounting or Business from a recognised Tertiary Institution. A qualification in forensic accounting and/or membership or eligibility for membership of a professional accounting association or institute is highly desirable.
- Significant experience in providing forensic accounting expertise, advice and expert reports and statements to support complex investigations into alleged serious offences and/or public sector misconduct and proceedings arising in and from those investigations.
- An expert understanding of business and financial information reporting systems, accounting and auditing standards and techniques, forensic fraud asset and funds tracing, qualitative and quantitative analysis techniques and APES 215 Forensic Accounting Services standards.
- Well-developed problem solving and analytical skills, the ability to write well and communicate effectively with people of diverse background, occupation, and seniority, both internal and external to the Commission.

5. SOURCE DOCUMENTS

- Investigation Division Business Plan
- Operations Manual for Investigations
- ICAC Policy Framework for Investigations
- ICAC Code of Conduct