



**IPSWICH**  
BOROUGH COUNCIL

## Ipswich Borough Council Job Description

### **Job Title: Due Diligence Officer**

#### **Main Purpose Of Job**

To understand and apply due diligence processes in accordance with The Money Laundering Regulations.

#### **Main Duties**

1. Review financial material to ensure funds intended for use in Right to Buy come from a legitimate source.
2. Identify gaps in documentation and potential high-risk funding sources and situations where enhanced due diligence may be required.
3. To protect Council assets by preventing the grant of tenancy or sale of property to ineligible persons.
4. Make necessary referrals to the Accredited Financial Investigator and Money Laundering Reporting Officer (MLRO) as appropriate.
5. To provide Anti-Money Laundering advice and guidance to customers and colleagues.
6. To maintain up to date knowledge of appropriate legislation, best practice and identified threats.
7. To promote awareness across the organisation to threats and potential indicators of Money Laundering.
8. To provide support when required to the Accredited Financial Investigator in completing Money Laundering investigations.

Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.



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## PERSON SPECIFICATION

### Due Diligence Officer

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Knowledge/Qualifications</b>	Minimum GCSE Grade 4 or equivalent in English and Maths.  Knowledge of Money Laundering legislation.	Financial Intelligence Officer.	Application / Certificates.
<b>Work related experience, skills and competencies</b>	Experience of interpreting financial data.  Experience and proficient in the use of Microsoft Office applications.  Understanding of the Fraud Act 2006 and Proceeds of Crime Act 2002.  Understanding of the Housing Act 1985 and Right to Buy processes.  High level of attention to detail and ability to analyse and evaluate financial information.	Previous experience working in local government or a registered social landlord.  Experience of financial intelligence products.	Application and Interview.
<b>Personal skills</b>	Able to engage with stakeholders at all levels across the organisation.  Able to deal effectively with difficult/emotional customers in potentially stressful situations and with sensitive and confidential information.  Good level of communication skills both written and verbal.		Application and Interview.

<b>Special working conditions</b>	None.		
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