

Role Title

Regional Fraud Control Manager

Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Leadership, Policy & Expertise	Pay band 7	Beijing	Permanent	Regional Head of Financial Risk and Compliance

Role purpose

The Regional Counter Fraud specialist will manage the implementation and delivery of the East Asia's Counter Fraud strategy and investigative response, with a focus on China. The role will support the Regional Head of Financial Risk and Compliance and the East Asia Regional Executive Team to implement new policies, systems and processes to embed a zero-tolerance approach to fraud management, build capability and investigate cases.

About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

The British Council East Asia region covers 14 countries. Every year we work with millions on young people and thousands of professionals and policy makers in East Asia through, delivering exams, sharing the arts and delivering education and society programmes and English teacher training.

Geopolitical/SBU/Function overview:

The Counter Fraud Team is part of Internal Audit and only has staff in London.

In the East Asia region, the counter-fraud initiatives are led by the Regional Head of Financial Risk and Compliance, sitting on the EA Finance Leadership Team with the support of his team and country coordinators.

The regional counter-fraud specialist will support the Regional Head of Financial Risk and Compliance and participate in regional investigations as needed drawing on the expertise of the global counter fraud team and acting on their advice.

S/he will be responsible for supporting the EA Region to comply with the Essential Fraud

Main opportunities/challenges for this role:

- Support the implementation and management of a cohesive EA risk-based control framework to minimise the incidence and impact of fraud.
- Provide strategic insight and advice to EA regional stakeholders to support cultural change on fraud, in terms of minimising risk tolerance while improving identification and reporting.
- Support EA investigatory processes and outcomes to uphold the British Council's Code of Conduct and related organisational policies.
- Develop the capability of a EA regional network of country coordinators
- Supporting the EA deployment of the Essential Fraud Standards which will include: process design and implementation, provide testing assurance, reporting to Country Directors and process improvement.

Main Accountabilities:

Developing a culture of zero-tolerance

- Participate in meetings and calls with the EA Regional Head of Financial Risk and Compliance and the global Counter-Fraud Team as requested.
- Build on relationships at EA regional and country level to champion counter-fraud with key stakeholders such as the Regional Directors, Country Directors, Country Leadership Teams and SBU Leads.
- Seek out speaking and presentation opportunities with the EA region and within SBU's to champion the counter-fraud agenda and raise awareness.
- To provide specialist advice and support.

Improving policy and process

- Support global counter-fraud team initiatives with the Regional Head of Financial Risk and Compliance and ensuring deployment across the EA region.
- Support the process design and implementation of the Essential Fraud Standards in each EA country and providing ongoing assurance to country and regional leadership.
- Assist the Regional Head of Financial Risk and Compliance in facilitating the completion of fraud risk assessments for EA countries and for individual programmes/FCR/GPF projects.
- Support the Regional Head of Financial Risk and Compliance to follow up on red flags for fraud as requested.

Investigation

- Ensures that investigations are performed in the EA region in accordance with the Fraud Response Plan and the Raising Concerns Policy.
- Play an active role in follow up actions, including attending case related calls and implementing process improvements to minimise future fraud risk

Education & training

- To design and deliver counter fraud training across EA Countries to improve staff knowledge and skills.
- Cascade training to Fraud Focal Points in EA Country Offices and other regional colleagues to their teams and functions.

Key Relationships:

Global Counter-Fraud Team
 Regional & Country Directors
 Regional and Country Office Finance Directors /Controllers
 Country Office Counter Fraud Focal Points
 SBU leads
 Regional and Country Office HR Directors.
 Local law enforcement
 UK's Charity Commission
 Significant donors, such as DfID, EC etc

Role Requirements:

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Eligibility to work in country of deployment plus ability to travel across the Wider Europe region and to the UK.	Shortlisting
Direct contact or managing staff working with children?	No	N/a
Notes	Local contract conditions will apply and relocation expenses are not covered. Enhanced DBS criminal record check or equivalent required. Frequent regional travel and occasional unsocial hours.	

Person Specification:

Qualifications		
Minimum / essential	Desirable	Assessment Stage
Fluency in written and spoken English at CEF Level of B2	Professional qualifications and / or suitable experience counter fraud	Shortlisting, interview and testing

Role Specific Knowledge & Experience

Minimum / essential	Desirable	Assessment Stage
<p>Counter fraud experience 3-5 years' full time work experience in the counter fraud sector including significant investigation experience.</p> <p>Policy/framework management</p> <ul style="list-style-type: none"> • Experience in policy management and implementation • Knowledge of compliance monitoring and control frameworks and techniques • Data analysis and reporting to identify trends and recommend policy and process options <p>Communication skills</p>	<p>Counter fraud casework</p> <ul style="list-style-type: none"> • Professional analysis and judgement • Conducting enquiries, interviews and investigations • Managing evidence and intelligence • Report writing • Presenting at meetings <p>Training</p> <ul style="list-style-type: none"> • Content development & review delivery 	Shortlisting and Interview

- Effective verbal and written skills
- Consultation and stakeholder management
- Provision of timely and constructive advice
- Understanding the audience
- Knowledge sharing

British Council Core Skills	Assessment Stage
<p>Communicating & Influencing Level 4: Uses influencing techniques Uses formal and informal negotiating and motivation techniques to influence others' behaviour and persuade them to think and act differently, while respecting difference of view and culture.</p> <p>Analysing Data & Problems Level 3: Analyses patterns Seeks out and examines a range of information to identify patterns, trends and options, to solve multifaceted and complex problems.</p> <p>Managing Risk Level 3: Develops a culture of risk management Record of analysing potential risks, promoting risk awareness, and holding others to account for their practices</p> <p>Planning and organising Level 3: Develops annual plans Develops and reviews the implementation of annual plans for a work group or function taking account of business and customer requirements and reconciling competing demands.</p>	<p><i>Shortlisting AND Interview</i></p>
British Council Behaviours	Assessment Stage
<p>Making it happen (most demanding): Achieving stretching results when faced by change, uncertainty or major obstacles.</p> <p>Creating shared purpose (most demanding): Inspiring others to want to take a specific role as part of a shared purpose.</p> <p>Connecting with others (most demanding): Building trust and understanding with people who have very different views.</p> <p>Working together (more demanding): Ensuring that others benefit as well as me.</p> <p>Being accountable (more demanding): Putting the needs of the team or British Council ahead of my own.</p> <p>Shaping the future (more demanding): Exploring ways in which we can add more value.</p>	<p><i>Interview</i></p>
Prepared by:	Date:
Peter Hamilton Regional Head of Financial Risk and Compliance	July 2018