Model job description

# Fraud Manager

## Scope, purpose and nature of role

The Fraud Manager leads a professional function responsible for advising and assisting management to identify and treat the organization’s risks concerning fraud, deception and related matters. The primary purpose is to establish sound fraud strategies, policies and procedures, motivating colleagues to take fraud seriously and tackle it proactively. This involves collaborating with governance, information security, risk management, IT, HR, compliance and other professionals. Fraud risks throughout the organization are owned by various managers: The Fraud Manager is not accountable for treating the risks owned by other managers, but is accountable for providing sound professional advice and guidance to them, where appropriate raising significant fraud concerns or issues with senior management. The Fraud Manager also has a rôle in the incident response process, typically leading investigations into suspected frauds, initiating compliance/enforcement actions arising, and promoting improvements to the organization’s approach to prevent recurrence.

## Distinguishing characteristics of the ideal candidate

The following personal characteristics are high on our wish-list:

* Highly trustworthy with an exemplary record of achievement, and a strong sense of ethics - a unblemished criminal record is a prerequisite;
* A visionary and motivational thought-leader, yet also a pragmatist where appropriate;
* Self-confident and assured, exuding an air of competence and experience consistent with being a trusted professional specialist;
* Well-connected to peers and other contacts in the fraud field – a finger on the pulse.

## Relevant qualifications, skills and experience

The following qualifications and experience are considered relevant to this rôle:

* **Fraud management:** CFE or similar qualifications;
* **Man-management:** extensive experience as a team member, leader or manager, preferably in a dedicated fraud function or team;
* **General:** at least 10 years’ cumulative employment record post school/academic studies including at least 5 years management, supervisory or team leader experience involving man-management, budgetary management, mentoring, relationship management *etc*.; competent at writing effective, professional business communications such as strategies, policies, procedures and management reports.

Since this is a trusted rôle, candidates must be willing to undergo extensive background checks to verify their identity, character, qualifications, skills and experience.