**JOB DESCRIPTION**

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| **Job Title:** | Compliance Manager |
| **Company:** | **Gorta-Self Help Africa** is an Irish-headquartered international development organisation that is dedicated to ending hunger and poverty in rural Africa.  We have a long track record of success, and this year will help to lift more than three million people out of extreme poverty. We are an ambitious and growing organisation with expertise in small-scale farming, growing farm businesses, nutrition and supporting rural poor communities to access new markets and garner fair prices for their produce. We have recently added humanitarian response to our work portfolio to provide emergency assistance to communities that we work with.  Self Help Africa and Gorta, two of Ireland's oldest development organisations, merged in 2014. Gorta was established in 1965, while Self Help Africa was formed 20 years later, in 1984.  We currently work in nine countries in sub-Saharan Africa, and also have offices in Dublin, London and New York. |
| **Contract Type:** | Full time / Permanent |
| **Reports to:** | Chief Finance and Operations Officer |
| **Job Purpose** | Maintaining of organisational procedures to ensure the safekeeping, maintenance and replacement of the organisation’s assets as well as the strengthening of procurement procedures and documentation.  Providing technical support to HQ and country office teams in ensuring compliance with internal GSHA and external donor policies and procedures is paramount at all stages of the programme cycle.  Provide support and training to all country programmes in compliance with standard GSHA policies and procedures on logistics and security. |
| **Key Responsibilities:** | ***Advisory***  Ensuring GSHA internal policies and procedures are at the right standard and are complied with:   * Oversee the **development and improvement of internal policies and procedures** that are relevant to programme cycle management, including (but not limited to) financial, procurement, logistics, anti- money laundering, anti-fraud and ant-bribery, whistleblowing and prevention of terrorism * Ensure that policies and procedures are **up to date, fit for purpose and easy to access** for all staff and relevant partners * Ensure internal policies and procedures **reflect all relevant** **donor policies** that GSHA is subject to * Ensure that **GSHA staff and partners are conversant with donor guidelines** relevant to their programmes and that compliance is a focus of their work * Work with the Programme Funding team providing advice and support on new donor programmes and potential new country programmes. * **Monitor the capacity** of the GSHA and partner finance/administration/   logistics staff and disseminate policies and procedures   * Develop content for **training workshops** on compliance with internal and donor policies and procedures * Support country management teams and the finance function in **building the capacity of compliance staff** by facilitating delivery of training workshops and provision of advice in a mentoring role as required * Provide advice on the specific compliance implications of **humanitarian interventions** * Travel to each country programme once per year (to be scheduled to coincide, where possible, with programme, finance or internal audit visits)   ***Assurance***  Ensuring compliance is monitored & reported on in a structured & strategic way   * Establish and manage a **quarterly compliance reporting system** for AFRC and senior management * **Trip reports** specific to each country office visit will be prepared and submitted to the AFRC as well as senior management * Review internal audit reports and statutory management letter audit points and provide **management feedback** as appropriate * Ensure **due diligence of partner NGOs** is carried out systematically and that relevant risks are identified and mitigated before contracting with them * Provide inputs into preparation of **risk registers** at HQ & country office level |
|  | ***Management***  Compliance comprises an element of a broad range of staff members’ job descriptions.   * Ensure all relevant **staff members are aware of their responsibilities** re compliance * Work with relevant line managers and feed in to **appraisals** of staff * Maintain regular contact with **relevant staff at country level** and ensure they are providing **sufficient compliance advice and assurance** in their offices * Liaise with country management teams to ensure that **country programmes are receiving the appropriate support** from relevant HQ staff * Provide regular **updates to senior management** on compliance issues and escalate any issues of concern |
| **Knowledge and Experience** | Minimum 10 years practical experience, of at which 5 years is at a senior level, preferably in a mid to large international NGO |
| **Qualifications/Other Requirements** | **Essential**   * Internationally recognised Accounting Qualification (ACA, ACCA, CIMA, CPA) * Experience of working with institutional donor funding and an understanding of the compliance environment in which institutional donors operate * Understanding of the key principles of sound financial management and the standard policies and procedures that apply in the INGO sector * Willingness to travel to African locations   **Desirable / Advantageous**   * Genuine interest in the not-for-profit sector * Experience of working in the overseas development sector * Knowledge of Salesforce |
| **Role Competencies:** | * Excellent verbal, analytical, organisational and written skills * Proactive and motivated with a strong commitment to Gorta-Self Help Africa’s vision, mission and values * Excellent ICT skills including a good knowledge of MS Office and accounting software * Attention to detail and the ability to produce timely and accurate financial reports |
| **Key Relationships:** | **Internal**   * Chief Finance and Operations Officer (Line Manager) * Finance Manager * Programme Finance Accountants * ICT Manager * Programmes Director and Programme Support Coordinators * In-country Country Management Teams, Logistics, Procurement and administrative officers   **External**   * Institutional donors * Statutory auditors * Contractors |