**JOB DESCRIPTION**

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| **Job Title:** | Compliance Manager |
| **Company:** | Gorta - Self Help Africa |
| **Contract Type:** | Full-time / Permanent |
| **Terms & conditions:** | Indicative salary: €55-65,000; 25 days annual leave; pension scheme after six months |
| **Reports to:** | Chief Finance and Operations Officer |
| **Organisation** | Our vision is a rural Africa free from hunger and poverty. Gorta-Self Help Africa is a growing, ambitious organisation engaged in development and humanitarian work. We work in nine countries across Africa supported by offices in Dublin and Galway and, in the UK, London and Shrewsbury. In addition, we have 13 retail outlets in Ireland and subsidiaries in Africa - Partner Africa, TruTrade and Traidlinks. GSHA now seeks a Compliance Manager with the skills and experience to match our ambition. |
| **Job Purpose** | Accountability is a core value of GSHA. Compliance with our own internal and our donors’ policies and procedures and all relevant statutory regulations are paramount. The purpose of this job is to:  Maintain organisational procedures to ensure the safekeeping, maintenance and replacement of the organisation’s assets as well as the strengthening of procurement procedures and documentation.  Provide technical support and training 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. |
| **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) finance, procurement, logistics, anti-money laundering, anti-fraud and anti-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 relevant donor guidelines** 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 partners’ 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**. * Endeavour to travel to each country programme once per year (to coincide, where possible, with programme, finance or internal audit visits).   ***Assurance***  Ensuring compliance is monitored and reported on in a structured and strategic way.   * Establish and manage a **quarterly compliance reporting system** for Audit Finance and Risk Committee (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 and country 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 **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 HQ. * Provide regular **updates to senior management** on compliance issues and escalate any issues of concern. |
| **Knowledge and Experience** | Minimum 10 years practical experience, at least 5 years of which are 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 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 Africa and other 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 * 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. |