**JOB DESCRIPTION**

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| **Job Title:** | Risk and Compliance Manager |
| **Company:** | Gorta, trading as Self Help Africa, is an ambitious, leading INGO focused on agriculture and agri-business as the engine of growth for smallholder farmers in Africa. We believe that innovation and disruptive change are the true catalysts of development. Our approach is collaborative and market-based. Although we see our primary clients as smallholder farmers in Africa, we work with all participants in the agricultural value chain. In August 2021, Self Help Africa merged with United Purpose. This doubled our size and created an international NGO that is implementing projects to end extreme hunger and poverty across 17 countries, mainly in sub-Saharan Africa, as well as Bangladesh and Brazil. The wider Gorta Group includes social enterprise subsidiaries Partner Africa, TruTrade and CUMO Microfinance, the organisation will work with close to six million people this year.                                |
| **Contract Type:** | Full time / Permanent |
| **Reports to:** | Chief Finance and Operations Officer |
| **Job Purpose** | This is a fascinating career opportunity to join a dynamic, growing not-for-profit organisation in a senior role within the Finance team. Working closely with the management team, the role is to provide support to the Gorta entities, to be a trusted advisor and to add value that will assist in key decision making. Critical to success is an ability to communicate their message and deliver information in a timely, clear and user friendly manner. Reporting to the CFOO you will play a key role in risk management, developing and maintaining organisational policies and procedures, and promoting compliance throughout the organisation. The role will involve regular presentations to the Audit Finance and Risk Committee (AFRC) and the Group board and subsidiary boards. |
| **Key Responsibilities:** | ***Risk Management**** Ensure that **risk management processes** are in line with best practice.
* Promote a culture of **risk awareness** throughout the organisation and that updating of **risk registers** at country office and subsidiary company level is carried out on a regular basis.
* Update **consolidated group risk register** in consultation with senior management and **present to AFRC and Group board** twice yearly.

***Compliance – Policy and advisory**** 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 SHA is subject to
* Ensure that **SHA 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 SHA 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**
* Visit at least one country programme per year (to be scheduled to coincide, where possible, with Programme, Finance or Internal Audit visits)

***Compliance - Assurance**** 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.

***Safeguarding**** Work closely with the Safeguarding Manager to develop and implement a Safeguarding Plan across the organisation
* Present safeguarding updates to the Group and other subsidiary boards.
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|  | ***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
* 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
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| **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 programme countries

**Desirable / Advantageous*** Genuine interest in the not-for-profit sector
* Experience of working in the overseas development sector
* Knowledge of Salesforce
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| **Role Competencies:** | * Excellent verbal, analytical, organisational and written skills
* Proactive and motivated with a strong commitment to Self Help Africa’s vision, mission and values
* Excellent ICT skills including a good knowledge of MS Office.
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| **Key Relationships:** | **Internal*** Chief Finance and Operations Officer (Line Manager)
* Executive Director
* Financial Controller
* Programme Finance Accountants
* Chief Information Officer
* Programmes Director and Programme Support Coordinators
* Country Management Teams, Logistics, Procurement and admin officers

**External*** Institutional donors
* Statutory auditors
* Contractors

**Line Reports*** Global Safeguarding Manager
* Global Procurement and Logistics Manager
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Any candidate offered a job with the Gorta Group will be expected to sign Self Help Africa’s Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

Specific roles may require police/DBS/garda vetting.

**The Gorta Group strives to be an Equal Opportunities Employ**