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| **TITLE:** Risk and Compliance Officer | |
| **TEAM/PROGRAMME:** Cross-Thematic | **LOCATION:** North&West Area Office – Kyiv or Chernivtsi |
| **GRADE**: 4 |  |
| **CHILD SAFEGUARDING:**  Level 2: either the post holder will have access to personal data about children and/or young people as part of their work; therefore a police check will be required (at ‘standard’ level in the UK or equivalent in other countries). | |
| **ROLE PURPOSE:**  Reporting to the Risk and Area Director, the Area Risk and Compliance Officer will assist in evaluating the adequacy and effectiveness of the governance, risk management and control systems within the relevant Area Office and provide regular opinions on the effectiveness of these systems together with proposed action plans to address any weak areas. The position will lead on coordinating any fraud investigations that arise in the Area Office under the Line management of Area Director and supervision of the Risk and Compliance Director. The Area Risk and Compliance Officer is also expected to instruct and follow up internal investigations on fraud cases and follow up on whistleblowing suggestions.  The position is expected to monitor and report on the implementation of Global Assurance audit findings, and train and raise awareness on internal control systems and fraud prevention good practice within the Area Office and within partner organisations. The incumbent is expected to maintain a robust internal control and governance environment.  You will proactively work with the Area Director and Risk and Compliance Director on key issues and opportunities to find and implement solutions at Area Office level.  You are also responsible for the stewardship of agency assets and reputation by ensuring compliance with local laws, regulations, and member/donor requirements.  You are expected to provide sound business intelligence to management, other second line functions and to Global Assurance team. You are expected to interact closely with partner organisations on risk management and key compliance and control issues.  Monitoring and support will take place in a number of contexts within the Area Office’s geographical scope and you should be willing to travel to such locations.  This is a demanding and fast-moving role, requiring strategic engagement with cross-functional stakeholders in a Country Office that has scaled up quickly over a short period of time. | |
| **SCOPE OF ROLE:**  **Reports to:** Area Director  **Key internal relationships:** Strong links to all functions | |
| **KEY AREAS OF ACCOUNTABILITY**  **Internal Control and Compliance Management**   * Support the Area Director and Risk and Compliance Director to develop and deliver a terms of reference and annual work plan of reviews, informed by risk, to provide assurance over core areas of operations and office-specific risks, including finance, supply chain, child safeguarding, human resources, fraud risks, program/project development, delivery and management, and other country specific risks * Undertake quarterly Area reviews, spot checks, partner reviews * Share reports of findings with actions/owners/deadlines with relevant stakeholders, and monitor implementation * Facilitate audits/reviews and follow-up on the implementation of actions from internal, external, and donor audits and other management-led reviews * Follow up on the findings of the Global Assurance audit report, ensuring their phased and timely implementation. Update the relevant reporting systems * Stay abreast of all organisational changes, updates to policies and procedures, etc. * Orient staff and partners on key policies and procedures to support control and compliance * Share best practices, and support the development of innovative and practical solutions to challenges faced by the country office * General support to the Area Office to meet and deliver on policies and procedures – e.g. finance, HR, supply chain, cash programming, fraud, etc. - and build capacity to do this * Ensure that that the internal control mechanisms are known, applied and adhered to * Provide sound business intelligence and produce insightful management reports * Nurture a close partnership with key functions * Work with other Area Managers and Area Director to provide support and capacity building to address weaknesses or non-compliance through training of staff and partners on systems, policies and procedures * Work with the MEAL teams to monitor feedback and complaints mechanisms and ensure follow up | |
| **SKILLS AND BEHAVIOURS (SCI Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Movement values   **Ambition:**   * sets ambitious and challenging goals for themselves, takes responsibility for their own personal development * widely shares their personal vision for Movement, engages and motivates others   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, Members * values diversity, sees it as a source of competitive strength * approachable, good listener, easy to talk to.   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks.   **Integrity:**   * honest, encourages openness and transparency; demonstrates highest levels of integrity | |
| **QUALIFICATIONS**  **Desirable:** Accounting, commercial, or legal degree and/or relevant professional qualifications | |
| **EXPERIENCE AND SKILLS**:  Minimum 3 years of relevant experience, with preferably 2 + years spent in an NGO   * An unquestionably high level of integrity and ethics * Experience in fraud awareness and case investigation management * Ability to work independently and proactively to manage and recommend control measures * Able to challenge decisions based on an independent assessment of control environment * Strong relationship builder and influencer with a proven track record in forming good business partnerships, sharp business acumen and sound judgment * Excellent communication skills, initiative, the ability to meet tight deadlines, be self-driven, bring about change and work independently * Strong analytical and problem solving skills * Computer fluency; highly competent using MS Word, Excel, PowerPoint * Full proficiency in both written and spoken English, with Ukrainian as mother tongue   **Desirable**   * Significant experience in fraud and corruption prevention * Knowledge of the local and international control and legal framework affecting operations in Ukraine * Experience with Movement award management and financial systems (AMS and Agresso) * Experience in audit management * Experience in preparing both financial and management accounts, including overseas offices (knowledge of working of charitable organisations is preferred**)** | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | |
| **Child Safeguarding**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the Movement safeguarding policies. | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with Health and Safety policies and procedures. | |

Declaration

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I have read and understood this job description and I pledge to respect it along with the SC’s Code of Conduct, Child Protection Policy, the Staff Regulations and the terms and conditions of the contract I signed.