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| **ROLE PROFILE: Internal Controls & Compliance Advisor** |  |
| Position Title:  | Internal Controls & Compliance Advisor  |
| Position ID: | NEW0000238 |

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| **Team** | Programme Operations | **Grade** | P3 |
| **Reports To (Title)** | Head of Programme Risk & Compliance | **Contract Length** | Permanent |
| **Location** | Any existing SCI office location | **Time-zone** | Any but required to work with LAC time-zone |
| **Languages** | English, Spanish | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**The Global Programme Operations team is a natural catalyst and connector, facilitator of various functions, that drives the implementation of our strategy with impact, quality, on time, on budget and with compliance. It is a highly collaborative team that works daily with stakeholders throughout Save the Children across the world, to facilitate a culture of strong operational and programmatic delivery. Global Programme Operations enables implementing offices meet relevant Quality Standards and external regulatory requirements through simple & accessible policies and procedures, systems support, tools, capacity strengthening and data analysis, while continuously improving, adapting and simplifying the framework based on country learning and regulatory changes. The team delivers compliant project and award management, supports regulated and complex programmes (including sponsorship and regional programmes) through ‘field-first’ thinking and partnering support towards contextualisation of the above. The team provides direct support when implementing offices escalate issues, acting as a cross-functional convenor when necessary.**Role purpose**To provide internal controls and compliance support to small Country Offices, ensuring globally-aligned, high-quality systems are in place and mitigating risks associated with internal and external factors. Assess, monitor and help mitigate both internal and external risks across Country Programmes, and providing effective challenge to the quality of management oversight on key functions within the Country Programme. ensure that high quality, effective systems are in place to monitor and respond to internal risks, associated with but not limited to: partnerships and local NGO relationships, compliance with SCI policy and regulation, safeguarding, fraud and corruption. |

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| **Principal Accountabilities** |
| * Conduct thorough assessments of Country Offices’ internal controls and compliance frameworks, identifying key risk areas and recommending corrective actions to align with Save the Children International (SCI) global standards .
* Collaborate with Country Office leaders to develop and implement robust risk mitigation plans that address both internal and external threats, ensuring timely and effective responses .
* Establish and maintain monitoring systems to ensure compliance with local regulations, donor requirements, SCI policies, safeguarding protocols, and standards related to fraud and corruption prevention .
* Act as an independent evaluator, providing transparent and objective assessments of management oversight in key functions within Country Offices, and presenting findings to senior leadership .
* Build and maintain strong relationships with the Regional Director, Programme Risk & Compliance team, Global Assurance, and other global functions to harmonise efforts and maximise impact .
* Capture and disseminate lessons learned from internal control and compliance processes, promoting continuous improvement and strategic enhancements across the organisation .
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| **Budget** |
| None |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: NoneManager of a team: NoTeam Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Multiple countries or Functions |

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| **Travel Requirements** |
| International travel required: YesPercentage of required for travel: Up to 30% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)* CDs and CO SMTS
* Global Teams and Busines Partners
* RDs

**External*** N/A
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| **Competencies** |
| Cluster: Leading Competency: Delivering results Level: Accomplished Behavioural Indicator: Establishes clear and compelling objectives with teams and individuals and monitors progress and performance. Cluster: Thinking Competency: Problem solving and decision making Level: Leading Edge Behavioural Indicator: Identifies and addresses root causes of long-term problems facing the organisation. Cluster: Thinking Competency: Innovating and adapting Level: Accomplished Behavioural Indicator: Anticipates change and adapts their (and their team’s) plans and priorities accordingly.Cluster: Engaging Competency: Networking Level: Accomplished Behavioural Indicator: Builds strong relationships with a broad range of stakeholders.Cluster: Engaging Competency: Communicating with impact Level: Accomplished Behavioural Indicator: Promotes dialogue with key stakeholders through active listening and effective questioning. |

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| **Experience and Skills** |
| **Essential**1. Considerable experience in roles related to internal controls, compliance, or risk management within an international organisation or NGO setting.
2. Proficient experience in working within diverse and multicultural environments, with an understanding of the specific challenges and regulatory requirements faced by international NGOs.
3. Extensive experience in using audit and risk management software/tools, with skills in developing and maintaining robust monitoring and evaluation systems.
4. Experience in acting as an independent assessor to evaluate management oversight effectiveness in different functions. Meticulous approach in reviewing and evaluating internal control systems, ensuring alignment with SCI’s safeguarding protocols and anti-fraud regulations.
5. Strong background in collaborating with country offices and global teams to foster an inclusive culture of teamwork and continuous improvement..
6. Analytical Thinking: Strong ability to analyse complex data and derive meaningful insights and proficiency in conducting comprehensive risk assessments and audits.
7. Problem-Solving: Demonstrated ability to identify key risk areas and recommend effective corrective actions, including the capacity to develop and implement effective risk mitigation plans.
8. Communication: Excellent written and verbal communication skills to prepare detailed reports and present findings to senior leadership.
9. Ethics and Integrity: Uphold the highest standards of integrity and ethics in all activities and interactions. Promote a culture of honesty, transparency, and responsibility.

**Desirable**N/A |

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| **Education and Qualifications** |
| **Essential*** A Bachelor’s Degree in Accounting, Finance, Business Administration, or a related field.

**Desirable*** A Master’s Degree in a similar field is desirable but not essential.
* Qualifications: Chartered Professional Accountant (CPA), Chartered Accountant (CA), or Association of Chartered Certified Accountants (ACCA).
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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.Level 3: the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |

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| **Diversity, Equity and Inclusion and Equal Opportunities**  |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.   We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.  Reasonable adjustments will be made should any candidate invited to interview require this.    |

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| **Version Control and Approval** |
| Version | Date | Author | Reviewer | Approver |
| 1 | 7/07/2024 | Isabel De Blas Marin |  | Gabriella Waaijman |
| 2 | 7/01/2025 | Jessica Durant |  | Mohamed Dahir |