

50-11-5
Approved
MOL
30
D mm
04-2021



CONCERN
worldwide

VACANCY ANNOUNCEMENT - COMPLIANCE COORDINATOR

Concern South Sudan is an international humanitarian NGO working in South Sudan since 1998. It is dedicated to the reduction of suffering and working towards the ultimate elimination of extreme poverty in the world's poorest countries through the provision of Health & Nutrition, Shelter, WASH and Livelihood activities in the three States of South Sudan.

Concern South Sudan is looking for a suitable candidate to fill the position of **Compliance Coordinator** to be based in Juba head Office.

Job Purpose:

The Compliance Coordinator will report to the Country Director. Additional support and supervision will be provided by the Grant Compliance Unit in Concern Head Quarters in Dublin. The Compliance Coordinator will work closely with Area Coordinators, Programme Managers, Logistics/Procurement Managers, the Country Financial Controller, Finance Manager, Systems Director, Programme Directors, Director of NGO Forum and other staff as required. They will spend a significant proportion of their time visiting field offices, project sites and partner offices (>40%).

Main Duties & Responsibilities:

Compliance support

- Gaining an understanding of Concern's internal procedures, donor requirements and compliance risks, and working with relevant staff to ensure these are appropriately addressed.
- Continually building on your understanding of the specific requirements of donors and the type of analysis they undertake when they conduct audits with particular emphasis on Irish Aid, ECHO, EU, USAID, UN (SSHF), SDC, SIDA and other country specific donors as required.

Compliance Testing and Reviews

- Completing quarterly testing of financial transactions, using standard Concern templates, to ensure both donor and Concern processes/procedures have been followed and a sufficient audit trail exists. This will require substantive reviews of transactional documents in relation to finance, HR, procurement, logistics and other risk areas.
- Completing additional transaction testing and reviews on closed projects in order to ensure everything is filed appropriately and ready for a future donor audit.
- Proactively ensuring issues identified during the transaction testing are rectified immediately. Where this is not possible, the Compliance Coordinator must keep a record of issues and associated action points/recommendations and submit to the Country Management Team (CMT). The Compliance Coordinator will be responsible for following up with relevant management on action points/recommendations and making sure they are cleared in a timely manner.
- Conducting reviews/audits of particular processes and procedures in the country office(s), as well as visiting project sites in order to verify activities.



Training

- Providing training and reference materials to relevant staff, implementing partner and NGO Forum staff on the rules and regulations of country specific donors. This will be using standard Concern materials where available or in some cases developing new materials.
- In conjunction with the CMT, considering what other necessary training should be scheduled for staff, implementing partner and NGO Forum staff. This may include training on the Anti-Fraud policy, Whistleblowing policy and Conflict of Interest policy as well as other Concern policies/procedures. The Compliance Coordinator will be responsible for delivering the training in a professional manner, keeping attendance records, and reporting of same to management in country, or supporting other staff with this as necessary.

Project Lifecycle Support

- Actively engaging with relevant colleagues (including finance, HR, procurement, logistics and programmes) at the various stages of a project's lifecycle (proposal, agreement signing, partnership development, implementation, reporting and audit) to advise and highlight specific internal and donor compliance requirements.
- Attending Project Management Meetings held at the various stages of a project/grant (Opening, Interim and Closing) to ensure relevant compliance issues are discussed and understood.
- Supporting Grant Owners with their review of new donor agreements to ensure the main compliance requirements are identified.
- Periodically reviewing grant files maintained on Concern's Grant Management System (and in hard copy as required) to ensure that all relevant documents are filed and easily accessible.

Audit Facilitation

- Supporting the country finance department with the facilitation of donor audits – checking documents for completion before handing to auditors for review, keeping a log of documents submitted to auditors, and responding to auditor queries where relevant.
- Maintaining a log of actions required from various audits/reviews and working closely with departments/partners to ensure that any issues identified are properly understood, improvement commitments are made and that their implementation is monitored.

Other tasks

- Conducting fraud investigation work when necessary.
- Supporting the Country Director and the Grant Compliance Unit in Dublin HQ, and undertaking any other tasks requested by the same.

Essential Qualification & Experience

- University graduate with a background in finance, management, administration or a related field;
- 3-4 years' experience working in a finance/accounting/audit role;
- Able to instruct and enforce adherence to rules and regulations;
- Experience in reviewing documents/reports with a keen eye for detail;



- Experience in developing and delivering training workshops and materials;
- Experience in performing audits and/or reviews of systems/controls;
- Excellent Excel and Word skills;
- Willingness to travel and work in challenging environments;
- Fluent in written and spoken English.



Desired

- A recognised accountancy or auditing qualification (ACA, ACCA, CIMA etc.) would be an advantage;
- NGO experience would be advantageous, preferably in a finance or compliance position, with particular experience of institutional donors such as Irish Aid, EU, ECHO, USAID, or FCDO.

Safeguarding at Concern: Code of Conduct and its Associated Policies

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies; the Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy. These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisation, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of vulnerable adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with vulnerable adults and children are recruited by us for such roles. Subsequently, working or volunteering with Concern is subject to a range of vetting checks, including criminal background checking.

How to apply:

All applications should be strictly submitted through our website at <https://jobs.concern.net> by Wednesday, 19th May 2021. CV's should be no more than 4 pages in length.

All candidates who are short-listed for a first round interview will be notified via email after the application deadline.

CONCERN WORLDWIDE IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT CHARGE FOR ANY KIND OF RECRUITMENT. WOMEN ARE STRONGLY ENCOURAGED TO APPLY TO OUR ORGANIZATION.
WE CELEBRATE DIVERSITY

