



How to Apply for this Job

Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment and ourselves. Restoring those relationships is key to how we work, and we want to see change that is economic, material, environmental and spiritual. We are courageous, truthful, compassionate, servant-hearted and Christ-centred; values that are at the heart of Tearfund.

Our vision: To see people freed from poverty, living transformed lives and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty.

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Tearfund's Application Process

If you would like to apply for a job, please visit our website at www.tearfund.org/en/get_involved/jobs/. From there you can [search for vacancies](#), choose the relevant area of work (e.g. Disaster Management / HR, Finance & IT) and then find the vacancy that interests you.

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading though this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Job Profile

JOB TITLE	Compliance Officer
GROUP	International Group
TEAM	Southern & East Africa (SEA) Cluster
LOCATION	In one of the following countries within the SEA Cluster: Kenya, Malawi, Mozambique, Tanzania, Uganda, Zambia, Zimbabwe
RESPONSIBLE TO	Cluster Lead (SEA)

PART 1 – JOB DESCRIPTION

1. MAIN PURPOSE OF THE JOB

To ensure appropriate support for the Cluster to meet the required standards in terms of compliance to Tearfund policies and procedures. To include:

- support for country teams in Cluster with regard to processes (Global Process Systems) and grant management and budgeting systems
- making sure that all electronic filing of partner information is correct and up to date
- making sure that partner records are completed correctly on the grant management system

2. GENERIC PURPOSE OF THE ROLE

- Shares in responsibility for the overall team task and be responsible for carrying out work packages
- Liaises with internal colleagues and external contacts
- Takes responsibility for reviewing own personal development and overall team tasks

3. PARTICIPATION IN THE SPIRITUAL LIFE OF TEARFUND

- To attend corporate weekly Staff Prayers on Wednesdays, to hear of Tearfund's work and to spend time in prayer and worship together.
- To lead or participate in spiritual sessions of prayer and biblical reflection within the Team / Group
- To be committed to Tearfund's Missions, Values and Beliefs statement.
- To be committed to actively working and living in accordance with Tearfund's Christian beliefs.
- Responsible for maintaining your own spiritual development.

4. POSITION IN ORGANISATION

- Reports to the Cluster Lead
- Matrix management and support from Head of Operations and Assurance

5. SCOPE OF JOB

- Ensure that countries within the Cluster complete compliance requirements
- Help with training requirements for each country team within the cluster as required for processes and systems

6. DIMENSIONS AND LIMITS OF RESPONSIBILITIES

- Supporting country and Cluster offices in grant management
- Support to countries and Cluster offices on implementing policies and compliance of document
- Support for correct filing and completion of mandatory requirements

7. DUTIES AND KEY RESPONSIBILITIES

Compliance support SEA Cluster

- Ensures all new partners properly registered or archived as requested by the Cluster Lead.

- Responsible for inputting relevant data on the grant management and budgeting system and ensure that relevant documents are logged on the Cluster google drive, following the defined structure, following Global mandatory requirements.
- Facilitates required approval processes for proposals by Cluster Lead in line with GPS
- Ensures compliance of filing for all proposals, approvals and reports for the Cluster
- Monitoring and following up of action log for partners - giving greater visibility to high risk partners to the corporate risk register
- Complete Counter Terrorism checks using specialised software, for all partner organisations in Cluster
- Collate and disseminate relevant security information and critical incidents to Tearfund's International Safety Officer and Tearfund management as appropriate. Follow-up the review of Safety and Security plans with CRs/CDs.
- Training and support for country office staff on compliance areas.

Manages system to track reports and budgets to ensure compliance with GPS

Monitors reporting schedule for the receipt of reports and proposals to ensure timely communication with donors and Global requirements.

- Training and support for Country staff to ensure understanding and correct usage of the grant management and budgeting systems to keep partner records up to date and facilitate prompt grant payments
- Oversight and support for management of external funding process on the grant management system
- Ensures compliant maintenance of electronic filing systems for all partnership projects in the Cluster, in line with GPS.

Reporting requirements

E- training	<ul style="list-style-type: none"> • Follow up to ensure all staff in cluster / country office complete training • Support for training
Global frontline systems	<ul style="list-style-type: none"> • Follow up on documentation required (eg safeguard policies) • Cluster documentation • Spot checks in country • Represent challenges faced by country and suggest improvements to Operations and Assurance team
IBIS	<ul style="list-style-type: none"> • Support to cluster on grant management • Action log tracking and follow-up
GDPR verification	<ul style="list-style-type: none"> • Understand GDPR issues and implication for country and cluster
Induction materials	<ul style="list-style-type: none"> • Compliance induction support within cluster, and countries • Cluster specific induction
Quarterly reports	<ul style="list-style-type: none"> • Review and follow-up on country office scorecards (challenging where needed). • Spot checks/ verification on scoring of country office scorecard • Submit info for Cluster scorecard

PART 2 – PERSON SPECIFICATION

JOB TITLE: Compliance Officer

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Accountant or Business Administration degree. 	<ul style="list-style-type: none"> AAT qualification desirable
EXPERIENCE	<ul style="list-style-type: none"> Proven experience in a finance/compliance department. Computerised systems experience. Purchase ledger/nominal ledger experience. Systems and process experience. Proven experience in delivering training, facilitation, and support. 	
SKILLS/ ABILITIES	<ul style="list-style-type: none"> Good communication skills. Fluent in written and spoken English and Swahili. Numerate. Able to work to deadlines and under pressure.* Able to work to clear processes. Able to highlight learning and remedial actions. Able to organise own workload and use own initiative. Systematic and ordered. Experience of Excel and Word. 	<ul style="list-style-type: none"> Portuguese language skills
PERSONAL QUALITIES	<ul style="list-style-type: none"> Committed Christian. Flexible and adaptable. Relational. Able to work independently. Able to work in a small team and support others. Accurate and pays attention to detail. Customer service orientated. Willingness to travel at least 10 times in a year. 	
OTHER COMMENTS	<ul style="list-style-type: none"> All roles require a basic DBS check or a police check if the role is based outside the UK 	

*The individual will need to be flexible and prepared to undertake a variety of tasks within a small team environment. There are regular monthly deadlines to be met so an ability to work under pressure and retain a sense of humour is essential.