**COMPLIANCE OFFICER I– JOB DESCRIPTION TEMPLATE (JDT)**

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| **Qualities** | **Description** |
| **Summary** | * Responsible for assisting in all compliancy issues related to the Country Program. The Compliance Officer (CO) plays a key role in adding value to systems and overall management quality. The main responsibilities of this position include, but are not limited to, assisting and alerting management to implement adequate internal control procedures as a tool for effective stewardship and management of the agency’s resources. It is also the role of the CO to alert management on irregularities via periodic reports and recommendations for timely corrective measures. The CO is expected to use standards, policies and procedures as tools to measure and monitor consistency and compliance. The CO jurisdiction and responsibility extends as far as necessary to institute best practices and cannot be limited by anyone other than the CR or HoOps/delegate. |
| **Key Responsibilities** | **Procedures and Manual:**   * Discuss and take decision with Direction on update of local procedures in close coordination with the Country Representative (CR) or Head of Operations (HoOps), which is responsible to oversee the development and implementation of CRS CP/LO’s policies and procedures, donor regulations and country specific laws. * Research CRS’ worldwide policies and procedures (using such tools as the CRS Global) and make recommendations to management to enforce those policies and procedures applicable to CP/LO context. * Familiarize with donor regulations and country legislation and provide recommendations to project/program managers applicable to particular donors and geographical area. * Develop internal audit/compliance tools (paperwork, checklist, standard SoW, audit report template, internal control survey questionnaires, physical counts of properties tools/checklist, etc) that will help CRS CP/LO to remain compliant at all times.   **Internal Audit:**   * Monitor CRS CP/LO’s internal compliance with CRS and donor guidance, rules policies and procedures and regulations. * Develop a comprehensive audit and spot check system for conducting formal and informal audits of CRS CP/LO. * Plan audits and spot checks to verify that CRS CP/LO and its partners are in compliance with policy, procedure, and donor requirements * Work collaboratively with key staff in management, lead in entrance and exit conferences as well as meetings. * Research and suggest new approaches to effective and efficient management system. * Liaison with CRS/HQ Internal Auditors and selected External Auditors. The CO is the main audit contact Person for CRS CP/LO. * Monitor implementation of action/corrective action plans relative to both internal and external audits. * Responsible for preparing audit closure status and progress report for the HoOps and CR review. * Responsible for collecting and arranging all the audit closure exhibits and responsible for submitting to HQ the reviewed audit closure status/progress reports as well as all the exhibits. * Handle the CRS audit including preparation, coordination of documents and itinerary. * Prepare disclosure letters for CRS audit. * Assist in the close out of externally finance grants. * Verify the closure of all audits findings. * Provide Internal Auditors with an adequate and appropriate audit method. * Coordinate the needed assistance from auditors to Operations Departments (Finance, Administration, HR, IT and Procurement). * Follow up with the Management Team and Direction to ensure the closure of recommendations. * Take lead in compiling close out process and verify content and timely submission to HQ. This is applicable for closure of program, project or grants. * Provide assistance as needed for the year-end closing systems.   **Other:**   * Instruct and train partners regarding how to remain compliant in line with CRS financial policies and procedures and donor regulations; * Provide technical support and coaching to Country Program staff and partners and follow up, detailed training and coaching to CRS policies and procedures and donor regulations, as part of the strategy to build the program’s compliance capacity * Identify and remedy internal control weaknesses in all areas that impact CRS financial resources; * Conduct regular and thorough compliance monitoring of Partner Organizations that receive funds from CRS by using the approved and tested assessments tools. * Perform special investigations and report the outcome to appropriate management body. Under this situation, the CO will be given an assignment with clear scope of work as cases may develop. * Assist and guide the Senior Management Team members in the implementation of new systems, tools, policies, and processes. * Work closely with Programming Department to ensure the compliance with grants directives. * Review and manage all CRS CP/LO Agreements, Contracts, Memorandums of Understanding and be responsible for existing filling system. * Any other relevant duties and tasks assigned by the Supervisor. |
| **Key Working Relationship** | **Supervisory:**  None  **Internal:**  Country Representative, Head of Operations, Head Of Programming, Program Managers, Finance Manager, Admin Manager, HR Manager, ICT Officers, HQ Auditing.  **External:**  External Auditors, donors, local governments, counterparts/partners, vendors and service Providers. |
| **Agency-wide Competencies** | * These are rooted in the mission, values, and guiding principles of CRS and used by each staff member to fulfill his or her responsibilities and achieve the desired results. * Serves with Integrity * Models Stewardship * Cultivates Constructive Relationships * Promotes Learning |
| **Personal Skills** | * Demonstrated strengths in financial management with a strong client service focus; able to work with diverse groups of people and team oriented environment. * Strengths in relationship management; able to work cooperatively with diverse groups of people at all levels in a multicultural team environment. * Skilled in obtaining information necessary to accomplish duties, influencing and obtaining cooperation of individuals not under supervisory control. * Able to prioritize work, multi-task and meet deadlines. * Problem analysis and problem resolution at both a strategic and functional level. * Able to express technical ideas and concerns in a non-technical environment. * Strong customer orientation. * Able to work independently. * Able to adapt and learn. * Ability to develop effective systems considering organizational effectiveness and impact on people. * Strong organization and planning skills, detail oriented. * Maturity and discretion, able to work with, and maintain confidential information. * Excellent organization and planning skills; detail-oriented; Committed to the principles of Catholic Social Teaching. |
| **Qualifications** | * BA/BSc Degree in finance, financial management, economics, accounting or related field from recognized institution. * At least 3 years of relevant experience is required, in auditing. * Previous experience working with Institutional donors (e.g. USAID, European Union, United Nations) preferred * Strong computer skills, particularly Excel, Word and Access. * Knowledge of CRS finance, accounting, and budgeting policies, procedures and standards, donor regulations, government legislation preferred. * Good report writing skills. * Experience with accounting systems required; Sun Systems experience preferred. * Fluency in written and spoken English; excellent written and oral communication skills. |
| **Disclaimer** | * This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position. |

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| Employee | Name | Signature | Date |
| Supervisor | Name | Signature | Date |
| CR or Designate | Name | Signature | Date |