

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Risk and Compliance Officer

REPORTS TO: Programme Manager

STAFF REPORTING TO POSTHOLDER: None.

LOCATION: Nairobi with frequent field travel

DURATION & HOURS: Full-time & fixed term, renewable based on performance and availability of funds.

PURPOSE OF THE ROLE

The purpose of this role is to provide risk and compliance expertise on Farm Africa's (FA) Master Card funded Programme titled: ***Aquaculture Futures: Sustainable Jobs for Kenyan Youth***. The programme aims to tap the potential offered by the aquaculture sector for entrepreneurship and employment, building knowledge and capacity so that young people, especially women, are attracted by the opportunities and growth potential offered by working in aquaculture and mariculture.

The risk and compliance officer will be responsible for performing compliance checks on the overall programme systems, processes and trainings to support Farm Africa and Programme partners in meeting donor, statutory and organizational requirements. He/she will ensure that donor rules and regulations are fulfilled, provide adequate information and awareness to staff and partners on donors' rules and regulations, and compile, document and make accessible for all relevant donors and government agencies. The post holder shall organize grant management meetings, facilitates donor and statutory audits, performs regular compliance checks both on FA and partners operations, and make follow ups on the required action points. This role is critical as it focuses in managing risk arising from non-compliance, and maintaining good external donor and government relationships.

KEY TASKS AND RESPONSIBILITIES

Key areas of responsibilities are:

1. Donor, statutory and organizational compliance

- ✎ Make regular follow-ups on changes in donor rules and regulations and advise the Programme manager and Project Finance Managers on necessary compliance/ adaptability mechanism with the financial processes.
- ✎ Ensure that the financial transactions are processed in line with the most up to date local laws.
- ✎ Report to Programme manager whether statutory obligations are settled within due dates and any compliance risks for failure on timely payment/s.
- ✎ Ensure the partner allocations are done in accordance to the contracts and donor guidelines.
- ✎ Review the in-country Finance, HR, and other manuals and advise the programmes managers and respective departments on any necessary changes, as appropriate.
- ✎ Check implementation of country specific policies such as authorization limits, cash holding limits, cash movements, staff work advance payments, use of bank payment instruments, etc.

- ✘ Maintain and keep track of donor fund requests including preparation of fund requests to donors as per the timelines.
- ✘ Liaise with the finance and program managers in ensuring timely submission of donor and organizational reports.
- ✘ Liaise with the programme finance managers and field team in ensuring government reports are submitted timely.
- ✘ Liaise with respective programme finance managers to ensure all grant files are stored both in soft and hard copies as per Farm Africa' standard grant filing system.
- ✘ Focal person for facilitating all system reviews and due diligence exercise by donors.
- ✘ Perform risk assessment with regard to partners' financial compliance and report timely on the outcomes.
- ✘ Perform regular partner support visits and maintain issues log to make follow-ups on issues identified during the visit; and share the agreed action points with all concerned copying the Programme Manager.

2. Compliance and Audits

- ✘ Regularly, using sampling techniques, review financial documents and check compliance with the applicable donor and statutory guidelines.
- ✘ Maintain 'Audit Control' file up to date with all the necessary internal and external policies and procedures, including but not limited to delegation of authorities, exceptions, SMT memos, special approvals, and others.
- ✘ Facilitate annual statutory, donor, and internal audits and address all the comments liaising with the finance team and Programme Manager.
- ✘ Maintain issues log and tracking sheets based on audit Terms of Reference (ToRs) and findings to follow up action points with all concerned as per the agreed deadlines.
- ✘ Regular review of vehicle logbooks, inventory records, distribution lists and report on findings to the relevant departments.
- ✘ Regular review of staff files such as staff contract files, timesheets, payroll, etc and report on findings to all concerned.
- ✘ Regular review of programme HR files documents such as staff contract files, timesheets and payroll and report on findings.
- ✘ Review the risk matrix and advise on relevant mitigation measures.
- ✘ Ensure Farm Africa's anti-fraud policies are adhered to all the time.

3. Financial system; Budget & financial reporting and Finance documentation:

- ✘ Liaise with the finance managers to ensure that appropriate financial systems and controls are in place to minimize risk.
- ✘ Check that that management responses to audits performed are communicated on time and that audit recommendations are implemented.
- ✘ Participate, when necessary, in reviewing of donor budgets and final financial reports before submission to the UK office for further reviews. This includes, compliance checks for formats used, eligibility, additional documentation required, risks analysis, and reconciliation of facts and figures between the budgets/ reports and project proposals / narrative reports.
- ✘ Maintain bank signatory list and update the bank accounts status in the tracking sheet. Ensure that bank signatories leaving FA are removed and new ones are added in the bank system timely and seek written confirmation from the banks for the list of active signatories at least on a calendar quarter basis.
- ✘ Lead on the full process assessment for potential Partners including capacity building plan (on finance components) where required and ensure that the plan is implemented.

- ✎ Facilitate timely processing of payments for all partners following the right procedures and securing approval as per Delegation of Authority including reconciliation of partners' advances.

4. Training on risk and compliance

- ✎ Provide compliance orientation to budget-holders, which will enable them in making informed decisions in compliance with applicable laws.
- ✎ Organize trainings and workshops to the Programme team on donor rules and regulations and any new government policies and directives.

5. Other Duties:

- ✎ Representative in relevant special task forces and committees.
- ✎ Undertake any other relevant duties as may reasonably be assigned by the line manager.

These essential functions are not to be interpreted as a complete statement of all duties performed. Employees will be required to perform other job related duties as required. All work responsibilities are subject to having performance goals and/or targets established.

PERSON SPECIFICATION	
Essential	Desirable
Education, qualifications & other knowledge	
BA in the area of finance/accounting, Law and related fields	Risk certification or equivalent professional qualification.
Excellent communication skills in English language(both written and verbal)	
A sound understanding of administration procedures	
Good understanding and firm belief in gender equality	
Experience	
Minimum of 5 years similar experience in NGOs.	INGOs experience is more preferable.
Skills & abilities	
Computer Literate	
Working under pressure and meeting tight deadlines	Strategic and analytical thinking ability
A high level of attention to detail and problem solving skill	Team building skills and the ability to work in a multicultural environment and in a multi partner approach.
Risk assessment capabilities	Strong sense of integrity and personal commitment to the goals and values of Farm Africa
Thorough knowledge of vulnerability/security	
Discretion and ability to handle confidential and sensitive information	
Legal and moral integrity	
Strong communication and interpersonal skills	

Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

EXPERT. Deep expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

GROUNDLED. Positive change starts with Africa's people, so our experts work closely with local communities, engaging them in every level of decision-making.

IMPACTFUL. We take a long-term view so we can deliver lasting changes for farmers and their families.

BOLD. We model innovative new approaches and are not afraid to challenge strategies that are failing.

HOW TO APPLY:

If interested in this role, please apply via this link

<https://www.brightermonday.co.ke/listings/risk-and-compliance-officer-wpen66>, so as to be received by **Thursday 18th January 2024**.

Only short listed candidates will be contacted.

Farm Africa is an equal opportunity employer and promotes gender equity. Canvassing will lead to automatic disqualification. Farm Africa does not charge a fee at any stage of the recruitment process. (E.g. Application, interview, meeting, processing, training or any other fees).