

Job Description: JOA Due Diligence and Compliance Officer

Location: Jersey Overseas Aid, St Helier Town Hall, Jersey

Level of Effort: 3-5 days a week (0.6 – 1.0 FTE)

Salary Range: Based on experience

Status Required: Entitled to Work

About the Role

JOA is looking for a Due Diligence and Compliance to join our small team and undertake a varied and interesting range of work in support of our mission to alleviate global poverty.

Working closely with the Head of Finance and Head of Programme, you will be responsible for ensuring JOA's grantees – currently around 40 charities, UN agencies and non-profit organisations – apply and maintain the highest standards of good governance, financial probity and ethical behaviour, including the safeguarding of beneficiaries and staff. You will assess the management and accountability of potential new partners, and ensure that existing ones comply with international good practice and JOA's rigorous policies, including those on fraud, procurement, accounting and terrorist financing.

At the same time, you will be responsible for ensuring that JOA's own systems, procedures and grant agreements are up to date, aligned with Jersey law, and fully complied with. This will involve developing a thorough understanding of a range of regulatory and policy areas, including Human Resources, GDPR, Cyber-security, Terrorist Financing, Fraud, Whistleblowing, Safeguarding, Procurement, Performance Reporting, Complaints, Business Continuity, Risk Management, Health and Safety and Travel. It will require liaising with Treasury, Internal Audit, the Comptroller and Auditor General's office and other Government of Jersey bodies, and representing JOA on inter-departmental groups and initiatives.

We're looking for someone with a keen eye for detail who is unafraid to ask awkward questions and challenge senior staff members. You will be motivated by the prospect of undertaking a varied array of responsibilities and interested in engaging in all aspects of JOA's work. It is not necessary know much about the humanitarian and international development sectors to begin with, but you should be willing to learn, and to undertake several short missions to developing countries every year. A background in compliance, grant administration, third sector management, or international development would help but are not essential.

We may not be able to compete on salary with the financial services sector, but this is an exciting opportunity for the right candidate to apply their analytical ability and excellent communication skills in the service of the tens of thousands of people whom Jersey lifts out of poverty every year. For those looking for a career change, it could also be a springboard into operations roles with international NGOs or the United Nations.

Duties and Responsibilities

- Conducting research and due diligence on potential and existing grantees and their downstream partners
- Verifying interim and final project reports from grantees against grant agreement criteria
- Commissioning or conducting, where required, audits on projects and partners
- Building capacity in JOA's partners to enable them to implement high standards of good governance, finance, risk management and ethics
- Refining JOA's own due diligence criteria, including developing new self-assessment forms and the sharing and analysis of key policies
- Representing JOA in a range of GoJ initiatives including Fraud, Terrorist Financing and Information Security
- Ensuring sound and appropriate governance and risk management in JOA, and our compliance with a wide range of regulations and policies
- Training and coaching JOA staff on policies and procedures
- Challenging and supporting decision makers
- Liaising with auditors (internal, external, Comptroller and Auditor General), Government Departments, Public Accounts Committee and relevant oversight bodies as required

Required Skills and Attributes

- Bachelor's degree or professional qualification and at least 3 years relevant experience with public, private or third-sector institutions
- Analytical thinking and a close eye for detail
- Ability to take the initiative rather than wait for instructions
- Ability and desire to work in a small, highly-motivated and friendly team
- Excellent communication and interpersonal skills
- Willingness to travel (up to 3 weeks per year, but potentially only for one week at a time if leaving family is difficult)
- Diplomacy and cultural sensitivity while working with a diverse range of partners and beneficiaries
- A genuine interest in international development and associated funding structures

How to apply

Potential applicants are invited to submit a cover letter and CV to r.carlotti@joa.je. The deadline for applications is 21st March 2023. Shortlisted candidates will be invited for interview.

Additional Information

Jersey Overseas Aid (JOA) is an international aid organisation that has been providing life-changing assistance to people in developing countries since 1968. Funded by the States of Jersey, JOA's mission is 'To translate the generosity, skills and compassion of the people of Jersey into effective assistance for the world's neediest people'. JOA engages in four key areas of work, (i) international development projects; (ii) humanitarian response; (iii) Jersey charities working overseas; and (iv) local outreach. Its annual budget is around £12m.

Jersey Overseas Aid Objectives

- A. To promote sustainable economic and human development in some of the poorest countries in the world**
 1. Jersey-funded projects make a measurable and lasting contribution towards the Sustainable Development Goals
 2. Jersey-funded projects build the capacities of other actors to reduce poverty and suffering

- B. To provide timely humanitarian assistance to victims of natural and manmade disasters**
 3. Jersey supports the emergency programming of the best international relief agencies
 4. Jersey supports the effective coordination and efficient operation of the international humanitarian system

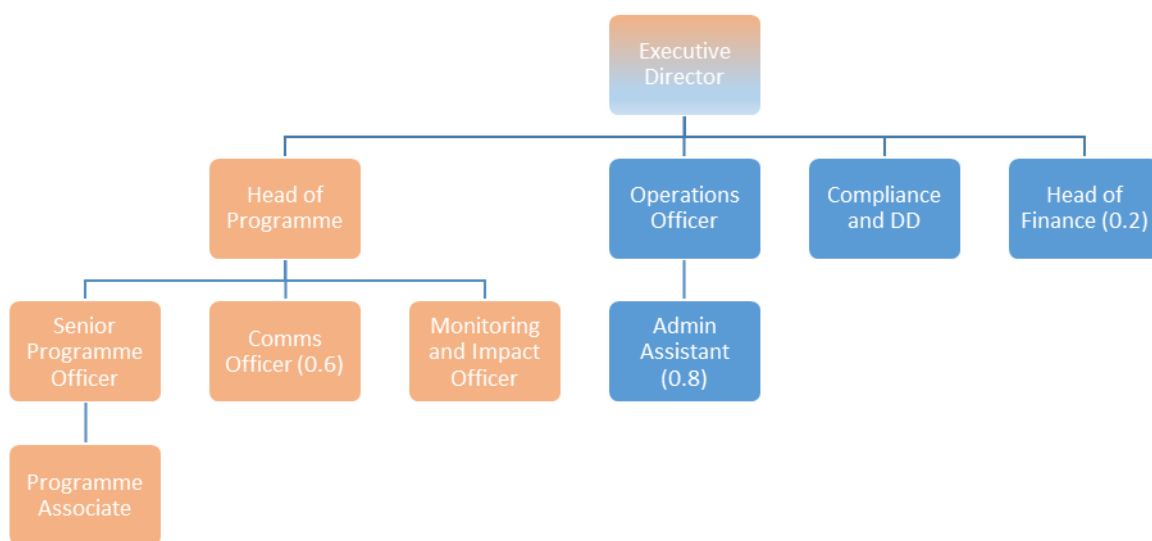
- C. To facilitate the efforts of individuals and organisations in Jersey to provide assistance to the world's poor**
 5. JOA provides opportunities for Islanders to pursue projects and work (paid or voluntary) in international development
 6. JOA promotes understanding and disseminates knowledge in Jersey about international relief and development
 7. JOA builds the capacity and reputation of Jersey-based development-oriented organisations through close coordination and privileged partnerships
 8. JOA engages with Jersey Charities, regulators and donors to ensure charities follow high standards of good practice

- D. To enhance Jersey's international personality as a responsible global citizen and force for good in the world**
 9. JOA actively and positively engages with developing country governments, UN Agencies, charities and other donors
 10. Jersey's aid programme is widely known and highly reputed
 11. JOA is engaged with public and private sectors, charities and individuals to develop and coordinate philanthropy on the Island

Annexe 1 (for Commissioners): Organogram and relevant excerpts from 3-year staffing plan

Proposed staffing plan 2023-25

Create a new post called 'Compliance and Due Diligence Officer'. This role will be in charge of systematising and improving our due diligence on partner organisations and also ensuring we ourselves are compliant with a range of policies, guidelines and recommendations (our own, States, C+AG, JFSC). Early 2023



Notwithstanding our excellent rating by Internal Audit, there are several areas where we could be doing better. These are summarised in the table below:

Activity / Function	Gap
Project Management and Oversight	<p>The programme team under the Head of Programme are just about able to read narrative and financial project reports from grantees, follow up any issues (problems, No-Cost Extensions, Budget Revisions), and approve payments. However, at busy periods there is sometimes a backlog, and even in quieter ones there is seldom the bandwidth to be as knowledgeable about any individual project as is desirable, both from a risk management and from a stakeholder engagement point of view. We should not only be reading the (c. 100) interim and annual reports we receive but completely familiar with the progress and challenges of each project. We need to do more in-depth reviews of financial reports. We should also participate where possible in project webinars, annual reviews, meetings with host governments and co-funders etc. Additionally, the programme team, suffers from key person risk: losing any of them would severely dent our institutional knowledge as well as causing significant delays or a fall in the existing quality of oversight.</p>

Jersey Charities	The responsibility for Jersey Charities is currently shared between three staff members. We need to put this on one person, and to improve the way we build their capacity (eg through Impact Measurement training), help them apply for projects (often very time-consuming) and oversee their activities and reporting.
Project and partner due diligence	We have hugely improved our due diligence processes in terms of the information we require and verify before starting any project. We are certainly the best grant-maker in Jersey from this point of view, and as good as many other governmental donors. However, this is a key area of risk, and we are still not doing it well enough. We do at least require (and briefly review) partners' key policies (safeguarding, fraud, AML, terrorist financing), and in field-reviews we briefly test their knowledge and implementation. However, we do not systematically analyse them against any objective standard, nor ensure they remain up to date over a project. We could also do much more analysis of partners' financial health, including developing and utilising an updated MANGO framework, we could devote more scrutiny to downstream partners, and spend longer examining procurement records during selection and monitoring visits.
Compliance	We are bound to comply with Government of Jersey policies in a range of areas, and where exempt (as stated in the Public Finances Manual (PFM) and our agreement with Central Government) develop our own and follow them. We mostly manage to do so, but we do not devote enough resources to this, and this is a significant risk. While the Operations team have managed to develop some excellent new policies (Fraud, Complaints etc.) nobody is expressly charged with ensuring we follow them, or the 20+ sections of the PFM which apply to us (a section which itself needs updating). There are a range of areas ('Supply Jersey', data protection, risk management, business continuity, cyber security ¹ , governance assurance statements, C+AG recommendations, JFSC Non Profit Organisation Regulations) where nobody in JOA – bar the Executive Director – is responsible for even knowing the regulations or guidelines, let alone ensuring we are compliant with them. Finally, there is also a gap in our HR capabilities, which will widen as we add employees. This is not evident when all is going well, but has the potential to cause problems in the event of problems. We have historically plugged this by outsourcing to <i>Law At Work</i> , but doubts have recently been raised about their suitability.

¹ Information security alone, for example, has 16 States policies under it, and a group of consultants is currently working on creating additional ones. We do not know what they all are, or which ones we are obliged to follow if we want to use States IT and which ones we might opt out of, and we certainly have not conveyed them to staff or operationalised them.

Annexe 2: Current JD of Head of Finance (2021)

Job Description: JOA Head of Finance

Location: Jersey Overseas Aid, St Helier Town Hall, Jersey

Level of Effort: 20% (average 1 day a week) with significant flexibility possible

Salary Range: £42,600 - £54,400 equivalent (to be pro-rated at 20%), subject to experience

Status Required: Entitled to Work

About the Role

JOA is looking for a Head of Finance to join our small team and undertake a varied and interesting range of finance and accounting work in support of our mission to alleviate global poverty. You will be responsible for the financial management of JOA operations – including preparing JOA monthly budgets, verifying expenditure, ensuring compliance with public finance regulations, and liaising with Treasury and auditors – as well as the financial oversight of JOA-funded projects. Among your responsibilities, you will be required to assist with the due diligence of prospective grantees and prospective projects, as well as review and verify project financial statements.

We're looking for someone with a professional accountancy or audit qualification and several years' relevant experience working in the private, public or third sector. You will be motivated by the prospect of undertaking a varied array of responsibilities and interested in engaging in our work. It is not essential know much about the humanitarian and international development sectors to begin with, but you should be willing to learn, and to undertake occasional short missions to developing countries.

Duties and Responsibilities

- Ensuring sound and appropriate financial governance and risk management in JOA
- Reporting accurate and meaningful financial information about JOA and its partners' performance to JOA Director, Commissioners and Treasury and Exchequer as required
- Preparing JOA monthly budgets, verifying expenditure, liaising with Treasury
- Verifying interim and final project reports from grantees against budgets and eligibility criteria
- Commissioning or conducting, where required, financial audits on funded projects and partners
- Assisting with due diligence on prospective grantees
- Helping to build smaller charities' capacity in financial management
- Monitoring grantee partners' financial health, compliance with good practice

- Coordinating JOA's planning and budgeting processes, including contributions to the Government Plan
- Ensuring compliance with the Public Finances Manual as it applies to JOA
- Challenging and supporting decision makers, especially on propriety, regularity, value for money and feasibility
- Overseeing the preparation of annual accounts and inputting data for annual financial statements
- Liaising with auditors (internal, external, Comptroller and Auditor General), Public Accounts Committee and the relevant oversight committees as required

Required Skills and Attributes

- Professional accountancy or auditing qualification
- 5+ years' experience with public, private or third sector institutions
- Willingness to travel (up to 3 weeks per year, but potentially only for one week at a time if leaving family is difficult)
- Diplomacy and cultural sensitivity while working with a diverse range of partners and beneficiaries
- A genuine interest in international development and associated funding structures
- Excellent communication, report writing and presentation skills

How to apply

Potential applicants are invited to submit a cover letter and CV to t.lebas@joa.je. The deadline for applications is Friday 30th April. Shortlisted candidates will be invited for interview.