

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Risk and Compliance Business Partner</b>
<b>Department:</b>	Finance, Operations and Support Services
<b>Grade:</b>	Grade E (£38,000 per annum), adjusted for local cost of living according to location
<b>Fixed term contract:</b>	1 year
<b>Responsible To:</b>	Internal Audit Manager

### Organisation background

HelpAge International works with partners and a diverse global network of more than 150 organizations across 85 countries, supporting millions of older people to live safe, dignified and healthy lives. Through our partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age. Our work is driven by our desire to deliver real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience.

Our 2030 strategy Ageing in a Just World sets out how we will work together to shape the future we all share. By working together we aim to help inspire a movement for change and through ensuring all our work promotes older people's wellbeing, dignity and voice, we can transform the lives of older people now and in the future.

Since the launch of our strategy in January 2020, the world has changed in profound ways. We are still experiencing the impacts and consequences. Recognizing and anticipating these important and fundamental shifts, HelpAge International is evolving and transforming itself to be relevant, impactful and viable. As a result we are reconfiguring our organizational design and resources in the following ways:

- Driven by our commitment to the localization agenda, we are evolving the way we partner and deliver value at country and local level. In the coming 3 years, we will localize our country offices and programmes, and develop new and diverse forms of partnerships globally.
- We seek to give primacy to local agents for change. To this end, we will replace all programmes delivered by HelpAge staff and resources on the ground with Job Description: June 2022 Page: 2 implementation by partners. This will apply across all our work - humanitarian and long-term development. Going forward, our value is framed around supporting, convening and thought leadership.
- A key way of creating value and bringing impact is collaborating across boundaries and by bringing different perspectives, skills and talent together. We will deliver our work through agile teams and a global operating model, with regional roots, to focus on impact and maintain the relationships at the national level to help build collaborations and support others to set their own agendas.

The world HelpAge wants to see is one where everyone, whatever their age, can say:

- I have the income I need
- I enjoy the best possible health and quality of life
- I am safe and secure, free from discrimination and abuse
- My voice is heard

We want older people affected by humanitarian emergencies to be able to say this too. To support this objective HelpAge's humanitarian strategy has two key pillars. The first focuses on the delivery of humanitarian assistance and protection to older men and women to meet their needs. The second pillar of our work is advocacy focused and aims to support mainstream humanitarian actors to fulfil their commitments to impartial response and contribute to the improved quality and accountability of humanitarian programming.

HelpAge's humanitarian work is led and supported by the Global Humanitarian Team. The team comprises programme and policy specialists who support country teams and our affiliates and partners to respond to humanitarian emergencies. Your roles will be to support the team with grant management, information management, engagement with affiliate funding organisations, Monitoring, Evaluation, Accountability & Learning as well as reporting.

### **How you can make a difference**

At HelpAge International, we offer a unique and exceptional career experience to bring positive and lasting change in the lives of older persons. As countries prepare for and adapt to population ageing, you can make a difference at a critical juncture to how societies, economies and institutions adapt to this change. Guided by our commitment to our values of impact, learning, partnership, and inclusion, you will work with talent like yourself and partner with other agents for change to bring systemic change and impact at scale. By acting as a supporter, convener and thought leader, together, we can make an impact that matters for older persons and their communities. HelpAge International offers you an inclusive, collaborative workplace and innovative environment.

This is a critical time for HelpAge International as we seek to transform the ways the organization works and brings value. We are looking for exceptional individuals who will explore new opportunities to create value, to find new avenues, unique ways and novel partnership and collaborations to reach our shared goals. We are looking for talent which thrives in collaborating with others (inside HelpAge International and beyond) and who can work in agile ways and across boundaries. We are seeking individuals, with an entrepreneurial mindset, who can work across diverse areas of our work, who can leverage both their unique expertise and deploy a wider range of experiences and competencies.

### **What you will do**

HelpAge places great importance on a responsible approach to risk management and reporting to the Board on risk assessment and mitigation. The successful applicant will ensure that the organisation is successfully meeting all compliance requirements, both donor as well as local legal requirements.

The successful applicant will also support the Internal Audit Manager to identify those areas of potentially higher risk within the organisation, and work to develop a framework to assess them more fully.

HelpAge is committed to ensuring the highest standards of financial, HR, operational and programme management. The successful applicant has a key role to play in ensuring that this commitment is met through the delivery of an agreed programme of risk compliance work. This work will focus on ensuring that financial and other control procedures identified in the risk register are being properly implemented, managed and used in all overseas offices, in emergency programmes and by our operational partners.

The successful applicant will work on a range of programmes and areas in HelpAge, but there will be a specific focus on our Ukraine response programme which is currently being implemented in Ukraine, Moldova and Poland. The individual will therefore be required to travel to Ukraine as soon as possible and therefore we are looking for someone who has the existing right to travel to Europe/Ukraine. Candidates must have either a valid British or European passport or a current and valid Schengen Zone visa to ensure HelpAge International can evacuate staff from Ukraine to neighbouring countries if required.

## **JOB ACTIVITIES**

- Will plan, prepare and carry out risk and compliance reviews of programmes and Country Offices, based on own risk analysis and understanding of the international context, as well as the Internal Audit Plan approved by the Finance & Audit Committee.
- Support Internal Audit Manager on identifying areas of risk across the entire organisation's operations and developing plans to address them.
- Develop and maintain Risk and Compliance Procedures to ensure that best practice is followed and that audits address specific areas of risk management.
- Undertake the approved compliance review in line with agreed procedures liaising with the relevant HelpAge or Partner staff.
- At the conclusion of risk and compliance exercises to provide a full briefing to the relevant Country Director or partner organisation ensuring that their comments are recorded as part of the review.
- Agree action plan necessary to implement the audit recommendations with the Country Director or the director of relevant department.
- Present the audit report to the Internal Audit Manager, highlighting any areas of concern and the resultant action plan.
- Monitor and support offices with the implementation of any recommendations.
- Identify common features across audits and organisation-wide issues, proposing appropriate systems improvements and how the organisation can manage and respond more strategically to risks.

### **Other activities**

- Provide advice to HelpAge finance staff on internal control procedures and support the organisation with strengthening internal control procedures.
- Ensure that issues of internal control are considered during all work and in the development of new policies and procedures
- Contribute to continuous review of the organisations systems and to recommend changes as necessary
- Perform any other tasks as requested by the Internal Audit Manager.

## **Let's talk about you**

You will be someone with:

### **Education/Qualifications**

- A qualification in accounting, legal, compliance or risk management.
- Membership of one of the accounting, legal or compliance bodies or similar

### **Experience**

- Experience of Risk and / or Compliance work
- Design of risk-based reviews
- Experience of risk appraisal and management techniques
- Experience international organisations with overseas offices
- Experience in ensuring compliance with donor requirements
- Experience in ensuring compliance with statutory requirements in other countries
- Experience in the finance function of a not-for-profit or charitable organisation.
- Experience of writing financial procedures
- Legal experience

### **Skills/Attributes/Knowledge**

- Excellent communication and reporting skills (verbal and in writing)
- Planning & analytical skills
- Negotiating and influencing skills
- Proactive, co-operative and supportive team player
- Ability to work to deadlines
- Experience of working across cultures

- Ability and willingness for overseas travel, including to conflict affected areas.

## **Safeguarding**

HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with.

Therefore, you will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work;
- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
- Complying with all safeguarding framework policies and practices
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

## **Diversity & Inclusion**

HelpAge International is dedicated to creating a diverse and inclusive environment for all its employees/consultants while extending the culture of inclusion into our work.

We believe that our workforce should reflect the wide diversity of the communities we serve, and that diverse voices should be elevated and intentionally integrated into our work. We embrace difference and diversity of identity, experience, and thought, and actively strive for inclusive behaviors across our organization and work regardless of gender, race, disability, age, nationality, ethnic/national origin, sexual orientation, religious beliefs, marital status, pregnancy, social status, and political beliefs.