



Compliance Manager Permanent Contract/Full-Time



CBM Global

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CBM Global Disability Inclusion Vereniging - Dutch Chamber of
Commerce No. 75787032

CBM Global Disability Inclusion GmbH - Amtsgericht Darmstadt HRB
100174

www.cbm-global.org

Recruitment Pack

CBM Global

Our Vision: an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

Our Mission: fighting to end the cycle of poverty and disability.

Our Values:

- We champion **inclusion**
- We strive for **justice**
- We pursue **excellence**
- We embrace **partnership**
- We live with **integrity**

While the world has been making progress in tackling poverty, people with disabilities are being left behind. CBM Global works alongside people with disabilities in the world's poorest places to fight poverty and exclusion and transform lives. Driven by Christian values, we seek out and work with the most marginalised in society, irrespective of race, gender or religion, recognising the equal worth of every individual.

Drawing on over 100 years' experience and world-leading expertise in disability-inclusive community development and humanitarian action, inclusive eye health and community mental health, CBM Global works with partners to break the cycle of poverty and disability and build inclusive communities. Our programmes across Africa, Asia and Latin America are developed and delivered with local partner organisations to ensure long-term transformation and accountability in communities we serve. We're deeply committed to the principle of "nothing about us without us", and we therefore work closely with and support organisations of people with disabilities.

CBM Global is made up of CBM Australia, CBM Ireland, CBM Kenya, CBM New Zealand, CBM Switzerland, and CBM UK with programmes worldwide and Country Offices in Philippines, Bangladesh, Laos, Nepal, Indonesia, Kenya, Zimbabwe, Burkina Faso, Nigeria, Madagascar and Bolivia. CBM Global works in over 20 countries, maximising our impact through long-term, authentic partnership and a coordinated mix of inclusive community-based programmes, local to global advocacy and delivering inclusion advice to other organisations.

We draw on learning and evidence from our community work to inform our advocacy hand-in-hand with the Disability Movement at local, national and international levels, including with the UN, to achieve systemic change for people with disabilities. We advise governments, UN bodies and other organisations on how to ensure inclusion in their own organisations, policies and programmes to further amplify our impact.

The Role

Compliance Manager

Permanent contract / Full-Time

Reports to:

The Compliance Manager will report to the Finance Director – CBM Global

Job Overview

The position holder's main role is to establish, enforce and help implement local partner compliance standards with regard to programmatic and financial accountability requirements. S/he provides rapid accountability support to ensure that the organization reacts appropriately to cases regarding violation of accountability standards. In addition, the position holder will help to set compliance and accountability standards, tools and methodologies.

Based: We welcome applications from those with the right to work in one of our CBM Global Country Team countries.

Hours: Full-time. **Significant travel (60%) to other countries is expected.**

Salary range: The salary offered will be competitive, dependent on skills and experience, as well as country of location. We offer a local contract

Responsibilities and Duties

- Act as "hands-on" support to ensure compliance, resolve compliance issues by performing compliance reviews and report back to the case specific stakeholders.
- Risk assessment of partner projects based on input from stakeholders, planning of the annual schedule of compliance reviews globally and performing those compliance reviews on-site in the partner project locations.
- Identify, capture and communicate pertinent information, under tight deadlines, in a form and time frame that enables management to take due action
- Draw a list of lessons learnt after a resolution process and include them into the project monitoring/internal compliance process
- Embed control activities in policies and procedures that help ensure that management directives are clearly stated
- Participate in the development of programmatic and financial accountability standards led by the Finance Director
- Communicate to and train staff at country and partner level on CBM Global's programmatic and financial accountability standards in order to avoid past compliance issues
- Identify and analyze compliance risk on an on-going basis and report to the Finance Director on specific cases and general trends
- Facilitate the establishment of a compliance environment that sets the tone of CBM integrity, commitment to competence, management philosophy and implementation of remediation actions

- Establish a process that assesses the quality of the system's performance over time to track and monitor the occurrence of compliance issues
- Conduct fraud investigations on reported cases of suspicion of fraud as assigned by the Finance Director.
- Support in ensuring that fraud management strategies are implemented both at Country office and partner level and fraud cases minimized by ensuring all staff are aware of the fraud and whistle blowing policy and reporting procedures.

Key outcomes expected from this role

Provide the key deliverables (max 5) of this role

- Improved compliance at Country and partner level: - Issue quality and timely compliance reports as per the compliance review plan
- Provide periodic update on implementation status of recommendations
- CBM Global CO and partner staff are trained on fraud awareness and suspected cases reported through the established reporting channels
- Timely investigations and conclusion of reported cases of fraud.

Person Specification

All of the following requirements are essential.

CBM Global welcomes applicants from diverse backgrounds and people with lived experience of disability.

Experience

- Minimum of 7 years of experience in professional audit, compliance and related risk and fraud management, in a functional responsibility or in a management position
- Knowledge of CBM or similar organisations and their respective field and Country operations
- Extensive experience working in the field
- Experience in working in a multi-cultural environment and with multiple stakeholders

Skills/competencies/personal qualities

- Strong command of verbal and written English
- French and Spanish would be an advantage
- Flexibility to cope with extensive international travel for several weeks at the time

Qualifications

- CPA or equivalent professional qualification, MBA, Master's degree in Finance and/or Compliance or related field

Employee Benefits

- We offer a flexible and working from home culture.

- As part of its commitment to its work with people with disabilities, CBM Global aims to help successfully employ and retain people with disabilities and those with health conditions. We have a comprehensive equality and diversity policy.

Useful Information

Shortlisting and Interviews

CBM Global is an equal opportunities employer, committed to ensuring all applications are treated fairly.

All applications are subject to our shortlisting process; if you are shortlisted, we will contact you and invite you to attend an online interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

Diversity Policy Statement

Everyone has the right to be treated with consideration and respect. CBM Global is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual. CBM Global aims to ensure that all staff, volunteers, donors, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

Employment Checks

CBM Global is committed to the safety and best interest of all children and vulnerable adults accessing CBM Global supported services and programmes. Relevant background checks including working with children, police and reference checks will be completed prior to the preferred candidate's employment being confirmed.

All applicants must have the right to work in the relevant country. All offers of employment are made subject to the following criteria: Proof of eligibility and satisfactory employment screening, and three references satisfactory to CBM Global.

How to apply

More information about CBM Global Disability Inclusion can be found by visiting the CBM Global website: www.cbm-global.org

Closing date: 31st of December 2022

Please:

1. Use this link: [Job Openings \(peoplehr.net\)](http://peoplehr.net) to apply
2. Prepare your CV in English please, as you will need to upload it into our ATS system.
3. Download and complete the Application Form in English please, as you will need to upload it into our ATS system.
4. No email applications will be considered. If you have any problems with the system, please redirect them to our email address recruitment@cbm-global.org with the following format: *Family Name First Name: Compliance Manager, COUNTRY.*

We also welcome informal enquiries, which should also be sent to the above email address.