

# Job Description

Ummah Welfare Trust | +44 (0)1204 661 030



Reg. Charity No. 1000851

<b>Post:</b>	<b>Compliance Officer (x2)</b>
<b>Status:</b>	Full-Time (based at the UWT Head office in Bolton)
<b>Hours:</b>	37.5 hours/week
<b>Responsible to:</b>	Head of Policy and Compliance
<b>Salary:</b>	£23,000 to £27,000 depending upon experience

Ummah Welfare Trust was established as an international non-governmental & non-political charity organisation in 2001, with an aim to help the community with general charitable activities. Thereafter, with the support of our donors, we have achieved phenomenal growth and have implemented thousands of development and humanitarian projects in more than 25 countries. We have benefited millions of individuals with projects in thematic areas of Food Aid, Education, Healthcare, Livelihood, WASH, Shelter and Emergency relief. We have supported under privileged and impoverished communities affected by conflicts and natural disasters including deadly diseases and have supported thousands of children back into schools and have provided food aid to millions of starving refugees. Our aim is to significantly reduce global poverty and hunger, and decrease human suffering by helping deprived and disadvantaged communities.

## **JOB PURPOSE**

As a member of the Compliance team, you will assist in ensuring programme quality by making sure all projects are implemented as per approved manuals and guidelines, and that these are compliant with the regulators' rules and regulations and Ummah Welfare Trust's own-internal policies & procedures on day to day basis.

You will also be the key individual for collating and reporting risks faced by various departments and Partner Organisations and for conducting Due Diligence as and when required.

## **DUTIES AND RESPONSIBILITIES**

- Perform Due Diligence on existing and potential partners, suppliers and donors
- Perform risk assessments to understand risk level, significance, scope and mitigation
- Keep up to date with and understand relevant legislations, laws, rules and regulations
- Ensure compliance of approved internal policies, procedures and manuals across the organisation
- Assist in Complaint Handling and Serious Incident Reporting
- Assist in the on-going trainings of staff at HQ and Partner Organisations
- Assist in conducting investigations of irregularities and non-compliance matters
- Conduct compliance assessments and highlight / escalate areas of concern
- Assist in implementation of Safeguarding, Child Protection and prevention of sexual exploitation and abuse (PSEA) policies and procedures
- Perform general administrative duties such as data / documents managements, making presentations etc
- Monitoring & Evaluation of projects (international travel will be required as and when directed by the line manager)
- Undertake such other duties that are required commensurate with the role

## **PERSON SPECIFICATION**

### **QUALIFICATIONS**

- Must be at least educated to a degree level or equivalent.
- Compliance, Risk Management, Due Diligence, safeguarding qualification is desirable.

### **EXPERIENCE**

- Experience in a compliance role within Charity sector or other like financial services
- Experience of Risk Management, Due Diligence, Complaint Handling would be advantageous

### **SKILLS, KNOWLEDGE & ABILITIES**

- Good knowledge of the sector-based Risk Management & Due Diligence practices
- Excellent organisation, planning, time management, analytical and problem-solving skills
- Ability to prioritise work and manage service delivery targets within time constraints
- Strong communication and interpersonal skills
- Proficiency in using MS Word, Excel and PowerPoint. Experience in using Sales Force would be beneficial
- Flexible to change, eager to improve and learn new skills
- Ability to work under pressure and manage competing priorities
- Knowledge of Anti-Money Laundering Regulations would be desirable
- GDPR and data protection knowledge would be beneficial

**To apply for this role, please email your CV (and Covering Letter) to [vacancies@uwt.org](mailto:vacancies@uwt.org). You can also email for further information.**

**The closing date for applications is Friday 31<sup>st</sup> March 2022, although the position may close sooner if the right candidate is found.**