

Job Description

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



Reg. Charity No. 1000851

ROLE	Compliance Officer x 2
STATUS	Full-time (based at the head office in Bolton)
HOURS	40 hours per week
RESPONSIBLE TO	Head of Policy and Compliance
SALARY	£23,000 – 27,000 per annum (dependent on experience)

THE ORGANISATION

Established in 2001, Ummah Welfare Trust is a UK-based international relief and development charity. Inspired by the Islamic teachings of empathy, generosity and selflessness, the trust aims to alleviate poverty and suffering across the world, and also ensuring that the rights of those who are neglected and oppressed are fulfilled by providing sustainable development solutions relating to shelter, education, health, and spiritual wellbeing.

Knowing that we are all ultimately accountable to the Almighty, the charity strives to maintain transparency and accountability, and as such the charity also has a full and transparent audit trail from the donor to the beneficiary.

To find out more about the organisation please visit our website on: <https://uwt.org/>

THE ROLE

As a member of the Policy & Compliance team, you will:

- Support UWT's departments to ensure that their delivery and operations are compliant with the organisations internal policies & procedures, and external legislation and regulatory requirements;
- Assist in Portfolio, Programme & Project Management (PPPM) quality assurance, by supporting UWT's programme delivery teams to implement the PPPM profession manuals and guidelines in their practise;
- Conduct Due Diligence of UWT's international partners, donors and suppliers; and
- Maintain the organisations risk register of all strategic, operational and financial risks of UWT and its international partners, by working with the relevant risk owners to ensure that all risks are identified, monitored and mitigated for as and when required

MAIN DUTIES

- Work under the guidance of the Head of Policy and Compliance HOP to ensure that all UWT teams comply with all approved internal policies, procedures, manuals and external legislation and regulatory requirements
- Assist in gathering internal information in response to any operational or regulatory issues
- Conduct compliance assessments and highlight / escalate areas of concern
- Assist in conducting investigations of irregularities and non-compliance matters
- Assist in Complaint Handling and Serious Incident Reporting
- Assist in implementing Safeguarding, Child Protection and Protection from Sexual Exploitation & Abuse (PSEA) policies and procedures and other such critical policies and procedures
- Keep abreast of the UWT's Anti-money Laundering Policy and Perform Due Diligence on existing and potential partners, suppliers and donors
- Monitor and maintain the risk register
- Monitor & Evaluate portfolios, programmes and projects (international travel may be required)
- Assist in delivering internal training of UWT staff and Partner Organisations at the Bolton HQ
- Perform general administrative duties such as data / document management, deliver presentations etc.
- Any other tasks and duties tasks that are commensurate to this role

PERSON SPECIFICATION

<i>CATEGORY</i>	<i>CRITERIA</i>	<i>REQUIREMENT</i>
Qualifications	Educated to degree level or equivalent	Essential
	Educated to Master degree level	Desirable
	Qualifications in all, some or one of the following areas: Compliance, Risk Management, Due Diligence, Portfolio, Programme & Project Management (PPPM) and safeguarding	Desirable
Experience	Previous experience in a compliance role within Charity Industry or financial services	Essential
	Experience of Risk Management, Due Diligence and Complaint Handling	Desirable
	Experience in using Sales Force	Desirable
Skills / Abilities	Excellent organisation, planning, time management, analytical and problem-solving skills	Essential
	Ability to work under pressure, prioritise work/manage competing priorities and manage service delivery targets within tight time constraints	Essential
	Strong communication and interpersonal skills	Essential
	Proficiency in using MS Word, Excel and PowerPoint	Essential
Knowledge and understanding	Good knowledge of industry risk management & Due Diligence best practice	Essential
	Keeping updated on legislation, laws, rules and regulations relating to charities, charitable activities and operations	Desirable
	Knowledge of Anti -Money Laundering Regulations	Desirable
	Knowledge of GDPR and data protection legislation	Desirable
Other	Personal conduct and delivery of work should comply with the values and culture of Ummah Welfare Trust	Essential
	Flexible to change, eager to improve and learn new skills	Essential
	The ability to occasionally adapt working hours to meet the requirements of the organisation.	Essential
	Hold a valid UK driving license and have full access to your own car.	Desirable

This post is subject to a Disclosure and Barring Service (DBS) check.

The closing date for applications is **31st August 2022**, although the position may close sooner if the right candidate is found.

To apply for this role, please email your CV and Covering Letter to vacancies@uwt.org

Please ensure that you **address how you satisfy each of the criteria in the person specification in your covering letter.**

For more information or discussion about the role please contact: 01204 661048