

<b>Job/Role Title</b>	Compliance Officer (Delhi)
<b>Division</b>	Internal Facing
<b>Grade</b>	E
<b>Location</b>	Delhi Hub
<b>Responsible to</b>	Head of Finance - Hub
<b>Date</b>	January 2023

**Role Purpose:** To design effective and efficient systems and processes to ensure financial compliance across all secretariat offices.

The position is responsible for managing and supporting statutory (financial) compliance across secretariat offices, and also put in place adequate controls and protocols alongside the Head of Finance – Hub to ensure a timely compliance. It is a key role in overseeing core global compliance protocols (*excluding the US, which requires extensive compliance protocol, requiring US knowledge and expertise*).

**Context of role:**

- The role reports to the Head of Finance - Hub.
- The role is part of the vertically integrated Finance, Admin and IT functions.
- The role will support the development, evolution and implementation of global compliance systems, processes, reporting requirements and standards across all offices.

**Management responsibility.**

- The role will not have any people management responsibilities.

**Role Deliverables**

- Set, monitor and report secretariat wide compliance schedule in collaboration with all Corporate service leads.
- Collaborate with the strategic partnership unit to file Gift Aid returns.
- Collaborating and engaging with the Corporate services lead and external service providers (wherever exist) in each of the offices, to:
  - Develop a compliance calendar.
  - Follow up and deliver statutory compliances including Value Added Tax (VAT) returns, Goods and Service Tax (GST) returns (if required) and Income Tax returns.
  - Manage registrations for various offices.
  - Provide any support that may be required to ensure timely local compliance.
- Delivery global financial compliances in the United Kingdom including charity commission reports.
- Set and maintain processes and procedures including SOPs / process notes library relating to compliance function.
- Set and maintain all banking compliance documents including for extended due diligence in the United Kingdom and any other country.
- Set up and manage bank access levels for the finance and other authorized teams
- Organise, prepare and maintain resolutions/ documentation in relation to Banking and other operations, including for adding and removing signatories/ viewers, etc.
- Collaborate and support with People, Organisation and Culture division to set up and maintain relationship with
- Outsourced payroll, pension and insurance providers, etc.
- Outsourced employment agencies, etc.

- Complete all documentation and support the Director Financial management in timely insurance (other than staff related) renewals for the secretariat.
- Supports both internal and external audit, as and when required.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

**Key Skills/Expertise:**

- An Accountant by qualification.
- Experience with ensuring financial compliance in more than one jurisdictions.
- Experience and understanding of Organisational insurance requirements.
- Experience of working with global systems & processes.
- Evidence of setting and managing robust standards of performance and compliance to tight deadlines.
- Evidence of creating an environment of visibility, transparency, integrity, learning and improvement.
- Good knowledge of NetSuite and used to working with various currencies.
- Demonstrates good judgment and decision-making.
- Excellent analytical skills with a keen eye for detail.
- Excellent excel skills.
- Writing and reporting skills in English. Spoken/ written knowledge of French, Spanish and Arabic will be added value.
- High level of organisation skills, planning, time management.
- Collaborative and open style of working.
- Demonstrate an understanding of and commitment to safeguarding in a local and international context.
- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of worker's rights and access to health care in sex work.

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