

**CONSERVATION
INTERNATIONAL**



Is seeking for a:

Regional Compliance Officer

The Regional Compliance Office (RCO) supports Conservation International's global risk management goals by implementing a risk management strategy for the **Americas** region under the guidance of the Director of Internal Audit.

The RCO will work under the guidance of the Director Of Internal Audit , implement CI's Risk Based Approach, including a plan to monitor the operations of the region designed to timely identify potential chances/incidents of non-compliance and fraud and will support the Regional Senior Director of Operations (RDO) for the Americas Region by monitoring country program implementation of operational policies and procedures, including finance, grants management, human resources and other operational functions performed in the regions country program offices. The RCO will perform systematic sampling and testing of financial and operational activity for compliance with Conservation International's internal policies/procedures, and external requirements.

The position has a dual line reporting to the Director of Internal Audit and to the RDO. The RCO will also work very closely with the appropriate staff in the Finance, Grants Policy & Management, HR and Global Administration divisions in order to facilitate consistent application of policies and procedures globally and dissemination of lessons learned.

Key Responsibilities:

Perform a combination of random and targeted sampling protocols to review the accuracy, legitimacy, and compliance of financial activity throughout the Division:

1. Financial Monitoring

- Test transactions and support documentation across a number of protocols, including the review of original (or scanned) source documentation. Maintain complete and accurate work papers that will be reviewed by the Internal and external auditors.
- Perform detailed review of monthly accounting schedules and reconciliations prepared by each country office for completeness, timeliness and accuracy. Advise the RDO, Internal Auditor and Senior Director of Field accounting of any irregularities.

2. Ensures effective and efficient Program Operational Operations Monitoring

- Including Human Resources, Procurement/Preferred Vendors, Fixed Assets & Equipment, and Safety & Security. Test transactions and support documentation cross a number of protocols including the review of original (or scanned) source documentation. Maintain complete and accurate work papers that will be reviewed by the Internal and external auditors.

3. Grants Management Monitoring

- Test transactions and support documentation across a number of protocols including the review of original (or scanned) source documentation. Maintain complete and accurate work papers that will be reviewed by the Internal and external auditors.
- Ensure compliance with CI's grant management site visit protocols and reporting.

4. Internal Audit Support and Project/Donor Assessments

- Participate in or otherwise assist in internal audit or financial audit engagements. Work with the Risk and Internal Audit departments to confirm resolution of internal audit findings. Prepare the quarterly Compliance Report updates for submission to the Director of Internal Audit.
- Work with the Risk Management, Internal Audit, US Finance, Grants Management and HR teams to develop capacity building tools and training modules for compliance and management training.
- Liaise with the Risk Management, Internal Audit, US Finance, Grants Management and HR teams as required to ensure implementation of best practices and changes to CI's policy environment. Work with the Risk & Internal Audit departments to identify compliance vulnerability and risk and proactively develop corrective actions.
- Assist with internal compliance investigations, as requested.

5. Training & Assurance

- Support institutional training efforts related to compliance and policy implementation
- Support compliance and assurance efforts both globally and within the country program, including the annual conflict of interest disclosure cycle.

Education:

- Bachelor Degree in Finance/Accounting
- Post-graduate training in financial risk management or associated topics

Experience & Skill:

- Plenty of experience in financial audits, at least 5 years of experience performing audits of non-profit organizations, preferably in both a public accounting and internal audit context.
- 2 years' experience of Risk-based Approach to Financial Audit
- Demonstrated understanding of compliance requirements of bilateral and/or multilateral funding sources, including USAID, World Bank, European Union, etc.
- Understanding of risks and related relevant controls in the grant cycle including program, financial and procurement cycles.
- Ability to present, discuss, and report on compliance with financial, grants management, and donor management team members of varying levels.
- Demonstrated ability to develop and maintain effective document and support files for accountability and audit purposes.
- Excellent Spanish and English skills (verbal and written), as well as mastery of at least one local language commonly spoken in the region (Nederlands, Portugues).

Based:

- This position will be based in La Paz-Bolivia, applicants will need to have the ability to live and work in there.

People interested should send a letter of introduction (1 page maximum), CV and backup documentation, monthly salary in the range of US\$ 2.500 to US\$ 3.000 **until December 31th 2014**, to the following address: ci-bolivia@conservation.org