

Operations & Compliance Lead

See Beyond Borders Ireland clg

- Remote
- FTE €47,000.00 pro rata per annum
- Part-time (3 days per week)
- Permanent
- Reporting to Team Leader & The Board

Join us at SeeBeyondBorders to help transform education in Cambodia. Your passion for positive change can make a real impact in improving the educational potential for children, their families, and their communities.

Who We Are

SeeBeyondBorders Ireland is a development Charity established to build an Irish footprint in support of inclusive education for all Cambodian children. Today, Cambodia has one of the youngest populations globally and much potential. Yet with less than 3% of Cambodian children reaching minimum learning standards and what the World Bank calls “a learning crisis” the country trails far behind all its neighbours in human development. Cambodia ranks 146 out of 189 on the Human Development Index and 155 in the Education Index. At SeeBeyondBorders Ireland we seek to work in partnership with our colleagues in Cambodia in their work to bring about positive and sustainable change through evidence-based programmes, in particular by building support and engagement in Ireland for the work on the ground.

Following a review and refresh of our strategy, the Board has adopted a new staffing structure in Ireland to provide support and fresh impetus to the work of our colleagues in Cambodia. This is an opportunity to join a growing organisation and to contribute to the development of the charity and our work. Staff in the Irish team will embody our key role as changemakers working with our colleagues on the ground to create positive, systemic and sustainable educational change for all children in Cambodia.

SeeBeyondBorders Ireland clg is a registered Charity and a member of Dóchas, The Wheel, The Charities Institute, and Comhlámh.

We are hiring 2 Professional Leads, one of whom will also act as the Team Lead coordinating the activities of the Irish team, ensuring that work is delivered in line with the agreed work programmes, managing day to day people related tasks and acting as the key link with the Board of Trustees. We will be very interested to hear from candidates

who also have team leadership experience. An additional salary allowance will be provided for successful team leader candidate.

Role Objectives

The Operations and Compliance Lead will have responsibility for managing SeeBeyondBorders Ireland operations and ensuring adherence to compliance and governance norms in the charity sector.

Principal Functions:

- 1) Overseeing core operational functions as delegated by the Board including finance and charity regulatory and compliance matters.
- 2) Overseeing the required financial and regulatory reporting requirements of the Organisation to ensure that Charity Regulator, Revenue, Information Commissioner, and other compliance returns are accurate and submitted in a timely way.
- 3) Overseeing compliance with contract obligations both with funders and implementing partners.
- 4) Assisting the Board in the identification and management of organisational risk as well as ensuring compliance in contractual, stakeholder, and funding management procedures to ensure that we can attract a wider range of grants and other funding for our work in Cambodia.
- 5) Managing the annual Finance Audit Risk and Governance work plans and evaluations overseen by the Finance Audit Risk and Governance sub-committee of the Board.
- 6) Coordinating the Board of Trustees' meetings and support with administrative and organisational tasks and facilitation of their role in decision making and providing strategic direction.
- 7) Acting as a key contact with the team in Cambodia.

Responsibilities

The key accountabilities and associated duties include –

- 1. Compliance and Risk Management** - Working with the Board and other Lead colleagues to ensure that the Organisation is well run and compliant with all relevant charity, GDPR, employer and other regulatory requirements.
- 2. Collaborative Working with Cambodia** - Acting as a key contact with the team in Cambodia to ensure that they have the governance and compliance support that they need to develop their programme of work.

3. **Finance Oversight** - Ensuring that the Organisation has proper and compliant financial processes in place. Ensuring that financial transactions within the Organisation are properly recorded and that timely and accurate financial information is available to the Board.
4. **Board Administrative Support** - Providing an effective administrative and operations service to the Board of Trustees.

What we're looking for:

Essential for this role:

- Strong analysis, review, and reporting skills.
- Demonstrable English written and oral communication skills.
- Strong or advanced experience in Microsoft Office tools (Word, Excel etc.), SharePoint, Salesforce, or other CRM packages.
- Self-motivated with the ability to multi-task and perform under tight deadlines.
- Excellent attention to detail.
- A track record of good judgement in decision making and the ability to influence and persuade when necessary to get the agreement of a complex range of stakeholders.

Desirable:

- At least 2 to 3 years' experience in not-for-profit organisations, or membership organisations, or representative organisations such as unions in roles focused on compliance and best practice with some element of support for the Board of Trustees.
- Demonstrable commitment to the educational rights and interests of children or other related groups in not-for-profit organisations.
- Knowledge of the global south and of work with developing countries.
- Experience of regulatory or compliance requirements relevant to SBBI (Charity regulator, Companies Registration Office, GDPR, Health & Safety regulations, Employment regulations).
- Finance function oversight experience.
- Good working knowledge of data protection requirements.
- Working knowledge of on-line tools to assist the organisation in its planning such as a project management tool etc.

Key Competencies

- Changemaker
- Delivery Focused
- Development Focused
- Interpersonal Skills
- Collaboration

- Resilience

For any enquiries or to request the full job description, please contact Kim Glanville at recruitment@adarehrm.ie

Application Process: Please send a copy of your up-to-date detailed CV (no more than 3 pages) and cover letter to recruitment@adarehrm.ie

You can find further information on our website: <https://seebeyondborders.ie/>.

See Beyond Borders is an equal opportunities employer.

Application window close date: 7th March 2024

Application review window: 8th – 12th March 2024

Interviews commence: 19th March 2024