



**NAGURU TEENAGE CENTER  
VACANCY ANNOUNCEMENT  
POSITION: COMPLIANCE OFFICER**

Naguru Teenage Information and Health Centre (NTIHC) has worked in the field of adolescent sexual and reproductive health and rights (ASRHR) for almost 3 decades, implementing a youth friendly responsive model of ASRHR services. Established in 1994, NTIHC is a pioneer adolescent health program in Uganda established to provide “Youth Friendly Responsive” ASRHR services and information, primarily targeting young people 10-24 years old.

Naguru Teenage Centre seeks to recruit an individual to work as a compliance officer.

**Role Overview:** Monitor and evaluate adherence to organizational policies and procedures to meet organizational strategic objectives at all levels of the organization

**Key Accountabilities / Responsibilities:**

1. Perform reviews of financial system, internal controls and organizational policies to assure management of efficient and effective use of resources, accuracy of records, security of assets and prevention of fraud in accordance with organizational policies and procedures, national laws, donor guidelines and the International Standards.

**Key Activities**

- Conduct routine compliance checks; data gathering, analysis, gaining knowledge about the organisation/unit, that specifies the actual work that would be carried out and setting of the working papers
- Execute compliance checks; carry out the actual review of the operations while looking out for the terms
- Confirm budgets on the financial system to approved budgets, determine whether these budgets are produced in line with NTC’s Financial Management Frameworks, and determine whether there are explanations for major variances
- Review Financial records for any discrepancies, determine the reasonableness of the apportionment of Central Costs, and obtain explanations
- Discuss cash flow and planning with Head of Finance and ensure that relevant financial documents satisfy current organizational requirements
- Review of donor contract management (grants) and ascertain compliance

- Confirm whether management accounts are produced monthly, quarterly (finance unit)
- Document the compliance evidence, file and cross-reference the working papers and attachments
- Prepare compliance check reports; Compile and prepare a comprehensive report to management with recommendations for improvements based on the corrected evidence under execution, obtain management representations on the raised issues and timing of completing such and by who in an exit meeting.

2. Build the capacity of staff to enhance a controlled environment

**Key activities**

- Identify capacity gaps; through the normal compliance checks, where areas of weaknesses/vulnerabilities are identified
- Plan and prepare a training module (and induction modules) on compliance
- Prepare a capacity building report to the Board Finance, Audit and Risk committee

3. Participate in monitoring the effectiveness of the organization's risk management systems

**Key activities**

- Identify, evaluate and report on the adequacy, efficiency and effectiveness of the risk management methodologies used by the management
- Conduct the risk management trainings through workshops
- Develop a disciplined process to consider risk in strategic discussions
- Designate an owners of the risk identification process and require all top administrators to prioritize risk
- Sift through the prioritized risks to decide which ones warrant attention at the highest level

4. Review and recommend to NTC, improvements in audit practices and systems in line with the new developments in the accountancy and audit practices and Contribute to the development of documents that guide the effective running of the compliance function (e.g. compliance charter, compliance procedures and programs)

**Key activities**

- Actively Participate in the Identification of the compliance processes
- Research into the best practices in the field of audit, compliance and accountancy
- Maintain and update a repertoire of audit records /& files in line with Audit International Standards and best practices

5. Assist in the coordination and participate in Management Committee meetings that would involve throwing more light and ensuring that the committee action points are followed up with the different responsibility centers.

### **Key activities**

- Attend meeting and present compliance issues
- Give a detailed explanations of the findings/observations on compliance when need arises
- Follow up on action points with responsibility centers and give feedback on the implementation stratus

### **Education & Certifications**

- A Bachelor's degree in Commerce, Business Administration or Financial Management majoring in accounting/audit and compliance from a recognized institution
- A professional qualification; ACCA, CPA, CIA, (Certified Auditor) level 2 or3 of CPA, and also history of either working in a audit firm
- Chartered Information Systems Auditor (Added Advantage)
- At least 2 years relevant experience from a reputable organization

### **Essential Experience**

Knowledge of accounting packages like quick books  
Familiarity with the current compliance practices and trends  
Very familiar with both program and financial and operational compliance  
Information Systems Audit Experience

### **Essential Knowledge**

Good planning Skills  
Compliance and other analytical skills and Financial records management  
Good interpersonal, communication skills  
Organization system analysis  
Knowledge of current auditing practices & trends  
Skills in capacity building  
Risk management skills

### **Essential Skills**

- Probing skills
- Report writing
- Communications skills
- Planning and organisation skills
- Time management, and coordination skills

- Fluency in written and spoken English
- Good knowledge on the use of the computer accounting packages.
- Ability to interact with people of different backgrounds and cultures

Interested individuals should apply to the Head of Human Resource and Operations, Naguru Teenage Centre. Applications should be submitted along with a CV with at least three referees and their day time contacts, academic documents and certificates. Only Soft copy applications should be submitted to [recruitment@ntihc.or.ug](mailto:recruitment@ntihc.or.ug). Hard copy applications will not be accepted.

Closing date 10th June 2024.

Only shortlisted Candidates will be contacted. For further viewing, visit our website at [www.ntihc.or.ug](http://www.ntihc.or.ug)