

### The World Federation

**Vision Statement:** To be a spiritually vibrant progressive and unified global community for the pleasure of Allah.

**Mission Statement:** To connect and lead the global membership into a unified community to represent its voice and enable them to achieve a shared vision.

### Core values of The World Federation

- Serve with simplicity, sincerity, tenacity and patience
- Strive for excellence in all fields especially in education
- Enable and facilitate all community endeavours
- Engage grassroots
- Prevent duplication and support local efforts and innovations
- Respect others at all times

**Position:** Compliance and Risk Officer

**Location:** Stanmore, Middlesex. and WF House, Harefield

**Salary:** Competitive, dependent upon experience

**Reporting line:** Chief Operating Officer

**Hours:** 9am – 5pm weekdays. In addition, the post holder will be expected to adopt a flexible working policy to work alongside Office Bearers and Heads of Departments if need be.

## Purpose of the role:

The Compliance and Risk Officer (CRO) develops, implements and co-ordinates the charity's risk management strategy and ensures that all our systems, processes and documentation comply fully with all laws and regulations. The CRO is a critical aspect of the charity's desire to be one of the most transparent and professionally managed charity in the UK and will help embed a compliance mindset and culture across the charity.

*We exist to serve*

**[www.world-federation.org](http://www.world-federation.org)**

The World Federation is an NGO in Special Consultative Status with the Economic and Social Council (ECOSOC) of the United Nations

## Position Requirements:

Bachelor's degree or higher. A law degree or accountancy profession would be highly desirable but not essential. Experience with dealing with compliance and regulatory matters either in a charity or other financial services institution or other regulated industry.

Experience working with Internal and External Audit (or similar roles), including developing plans, coordinating with auditors is an essential part of the role.

Knowledge and experience of working with the Charity Commission rules and related guidance would be highly valued.

Strong interpersonal, verbal and written communication skills.

Excellent organizational skills with an ability to think proactively and prioritize work. Solid multitasking skills with emphasis on attention to detail.

Friendly attitude, able to interact effectively with donors and with others throughout organisation and with external parties.

Experience exercising discretion and confidentiality with sensitive charity information. Working knowledge of Excel and Word

An appreciation of (Khoja) community organisations would be advantageous but not essential.

Fluency in Gujarati, Kutchi, Urdu and other cultural language would be highly desirable.

## Responsibilities:

- Assess TWF operations to determine compliance risk, and maintain the Risk Register.
- Liaise with the internal auditors to develop a plan, follow up with their findings and maintain a progress tracker. Support the External Audit process as necessary.
- Develop and update the Charity's compliance policies and procedures, ensuring they are aligned to the latest guidance from the Charity Commission.
- Develop and implement a monthly compliance testing programme across the charity to identify possible weaknesses or risks or processes/ policies that need to be updated.
- Prepare and present, where necessary, ad hoc presentations as required for the Exco and conferences.
- Support the Charity in responding to regulatory requests and requests from other third parties on the charity's policies and procedures as necessary.
- Support the conversion of the existing charity to a CIO or equivalent.
- Act as the Data Protection Officer for the organisation and regularly review and implement guidance from ICO.
- Work closely with the regional members that make up The World Federation on extending compliance best practises across all their operations. This will require occasional travel for meetings with the regions and if and when required, to Executive Council meetings.
- Ensure staff and relevant volunteers are educated and receive regular training on the latest regulations and processes.

- Develop, implement, test and maintain Business Continuity plans for the charity and its services as necessary.
- Develop, implement, and monitor a Social Media Policy.
- On an adhoc basis support other departments with specific project management or compliance activities.

These represent a definition of the main function and requirements for this position but are not an exhaustive list of duties. The post holder will be required, in addition, to perform any other duties that the charity requires of them.

## How to apply:

Email your CV with a covering letter highlighting how you meet the requirements of this role to [secretariat@world-federation.org](mailto:secretariat@world-federation.org)

Applications for this post will close on 8 March 2024\*.

\*Deadline may close earlier if the right candidate is found.