

KINGDOM FESTIVAL GOD BLESS NATIONS SUMMIT

Kingdom Festival Risk and Compliance Dept

The Festival Risk and Compliance Dept consist of event masters and consultants, legal consultants, finance and audit consultants, technical consultants in various fields, Insurance consultants, Chamber and Commerce consultants, Private Sector consultants will access and mitigate all manner of perceived risks and threats by conducting detailed SWORT analysis working with Central Main Smart Team advice and work to keep festival safe and compliant

- 1) Ensure that financial records for all transactions are maintained accurately and on a timely basis;
- 2) Mitigate the risk of fraud or misuse of grant funds and reduce the ineligible expenditures.
- 3) Ensure the continuity of the program implementation in high risk environments and that safeguards are in place.
- 4) Ensure that reporting to the CEO is accurate, timely from heads to Directors of all departments.
- 5) The Risk and Compliance Officer will be embedded at the Head office to oversee all the reports reaching the CEO
- 6) Financial Compliance: Risk Management
- 7) Ensure that there is an effective system of internal controls in place in order to prevent and detect fraud, misappropriation and misapplications.
- 8) Run an effective tracking mechanism to follow staff operations independently making impromptu visits to departments and all our establishments to inspect operations and procedure in the organization in all aspects.
- 9) Recommend improvement for effective internal control mechanisms to ensure adherence to the Finance Manual, Program Management Guidelines (PMG)/Standard Operating Procedures (SOPs).
- 10) Carry out periodic risk assessment and test whether the controls in place respond to the risks identified.
- 11) Ensure effective internal controls are in place for the preventive measures and quality actions are taken on the recommendations after verification exercises and actively follow-up recommended management actions.
- 12) Financial Management and procedures:
- 13) To mitigate the risk of fraud or misuse of grant funds and reduce the ineligible expenditures.
- 14) Ensure that there is clear adherence, application and understanding of the content of the Finance Manual, Programme Management Guidelines (PMG),
- 15) Ensure that organization internal management and administrative guidelines are aligned with all guidelines and job descriptions of all staff are being followed by HR and employs and recommend for disciplinary actions in abnormalities.
- 16) Conduct regular meetings among relevant CNM departments to ensure standardization and coherence in the day-to-day functions related to internal financial management and controls within CNM and ensure timely implementation of corrective measures.
- 17) Financial Compliance: Verification of Transactions:
- 18) Oversight on expenditure of national and International to ensure that they are in accordance with the approved budget and work plan and in full compliance with the SOPs and Finance Manual.
- 19) Ensure that all transactions are supported by original Documentation.
- 20) Quality review of all financial and service delivery matter across the organization doing impromptu visits and site audits through investigators team who pose as customers or people who need services in our organization departments and institutions to evaluate satisfaction and compliances give reports to CEO.
- 21) Conduct periodically cash count and surprise cash count.
- 22) Review and improve the existing process flow to ensure that approvals related to payments are processed in a timely manner in consultation relevant management units.
- 23) Provide guidance to national and International offices in developing budget plan, financial expenditure report on a timely manner and with quality.
- 24) Ensure that there are controls in place to separate grants funds from other sources of funds.
- 25) Financial Compliance: Accounting:- Ensure that books of accounts are kept and reporting is done according to the Grant Agreement and generally accepted accounting principles .

- 26) Ensure that all transactions are appropriately coded and recorded so that the required data for the Annual Financial Report (AFR) and for Progress Update and Disbursement Report (PUDR) is generated automatically with minimal manual intervention.
- 27) Ensure that monthly bank reconciliations and reviews of accounting entries are performed.
- 28) Oversee the month-end close-out procedures performed in the accounting system and support in conducting annual fixed asset verification in liason with administrators in all departments and institutions of the organization.
- 29) Monitor and report on measures taken by management to ensure that the Grant funds under the Grant Agreement are free from taxes, and duties imposed under the laws of Kenya and others..
- 30) Support the management to ensure that a system to track tax exemptions and reimbursements is in place and shall ensure that the organization takes all necessary steps to obtain reimbursement for taxes where direct exemption is not available
- 31) Capacity Building compliance- Take initiative to identify weaknesses, challenges, legitimate solutions to simplify the process, design financial control tools, provide feedback, share best practice in accounting, financial management/reporting through ongoing capacity building exercises to the national program
- 32) Compliance on Reporting:
- 33) Ensure accurate and timely preparation and submission of periodic program and financial reports, including Daily Reports (QFR), Progress Update and Disbursement Request (PUDR).
- 34) Facilitate and coordinate with annual external audit and follow-up on audit recommendations.
- 35) Provide support to Internal Audit and Investigation Groups on data or field visit requirements.
- 36) Other:
- 37) Perform other relevant duties as required by supervisor and managment.
- 38) Submit periodic report (monthly) of the improvement in internal controls, financial management and identified issue and risk within organization to the CEO.
- 39) Assist in external reviews and audits.
- 40) Execute the annual compliance plan under the direction and supervision of a senior compliance officer or team leader.
- 41) Facilitate in reporting of suspicious transactions.
- 42) Perform compliance reviews.
- 43) Prepare and update all risk and compliance related manuals.
- 44) Provide compliance advisory to business units and business functions.
- 45) Provide support to senior compliance officers in organizing, designing and delivery of compliance training.
- 46) Recognize common compliance vulnerabilities and recommend basic compliance controls to mitigate compliance risks.
- 47) Finance and Legal Compliance.
- 48) Drafting Sale agreements after due diligence
- 49) Together with Finance Director & CEO make payments of the property according to agreements as per property procurement book guideline and protocols
- 50) Ensuring conveyance is well done and finish to transfer of ownership
- 51) Overseeing the taking over and handing over with Property Procurements and Management / Human Resource / Finance and CEO office
- 52) Give legal cover in the running of all properties
- 53) Legal advisory on Financial management is typically a major component of a Business Operations Director's role.- Monitoring and advising on legal aspects of all financial transactions including supplies, construction, purchase of assets , taxation matters.
- 54) Rendering effective legal assistance in the preparation of legal opinions, studies, reports and correspondence, as required from time to time by various Heads of Departments.
- 55) Ensuring the providing of appropriate legal advice on a diverse range of substantive and procedural questions of law arising in administrative functioning of organization including advice in arbitration matters, to firmly secure the interest of organization, as required by the operational departments.
- 56) Supervising and overseeing the review, negotiation and drafting of major contracts, tender documents and other legal documents, as required by the operational departments.
- 57) Supervising legal research and analysis, indentifying important issues and apprising the operational departments of emerging legal trends from court decision and tendering advice to avoid unnecessary litigation, etc.
- 58) Serving on various Standing Boards, Committees, ad-hoc working groups and task force, as required, to take care of legal niceties in framing of policies.
- 59) Monitoring the performance of the panel lawyers and rendering advice on formation of new panels.
- 60) Assigning court cases to different panel lawyers keeping in view the nature and importance of the cases.

- 61) Supervising and monitoring the contesting of the cases in various courts of law and to have interaction with Panel Lawyers, Courts, ASG and other Law Officers of Govt. for their assistance in organization matters in Revisions, Reviews, Etc.
- 62) Advising in the matter of preferring of appeals in superior courts and in the matter of taking recourse to other legal remedies.
- 63) Advising in vigilance matters as referred to Legal Branch.
- 64) Processing of various Fee Bills of advocates and settlements of fee etc., with other advocates.
- 65) Assisting the operational departments in preparing of reply to legal notices received
- 66) Any other duty/task assigned by Vice Chairman, DDA.
- 67) Legal Manager is required to supervise the staff members of the legal department and make sure that they work efficiently on various cases.
- 68) Will review the legal risks involved in various business deals and share the same with the management.
- 69) To handle various legal matters after understanding the client's case.
- 70) To offer advice on managing the tender documents.
- 71) To review the existing legal cases of the organization and work upon resolving them.
- 72) To hire members for the legal department after assessing their skills and abilities.
- 73) To train the newly joined staff members departmental Heads, Directors and management on various legal aspects.
- 74) To provide legal advice to the management.
- 75) To analyze the risks while signing new business deals.
- 76) To analyze legal information and do the essential paper work.
- 77) To handle litigation management.
- 78) To review contracts and agreements and see to it that they comply with the legal norms.
- 79) To deal with external law authorities.
- 80) Advise the executives and employees on changes to the laws affecting the organization & company.
- 81) Investigate if the company or a staff member does not comply with the law.
- 82) Oversee lawsuits, possibly acting as chief litigator.
- 83) Ensure the company fills out and submits all its legal paperwork and tax returns of all investments.
- 84) Is also part of the corporation's management team.
- 85) Arbitrator watching aggressively monitors the corporation's legal conduct.

