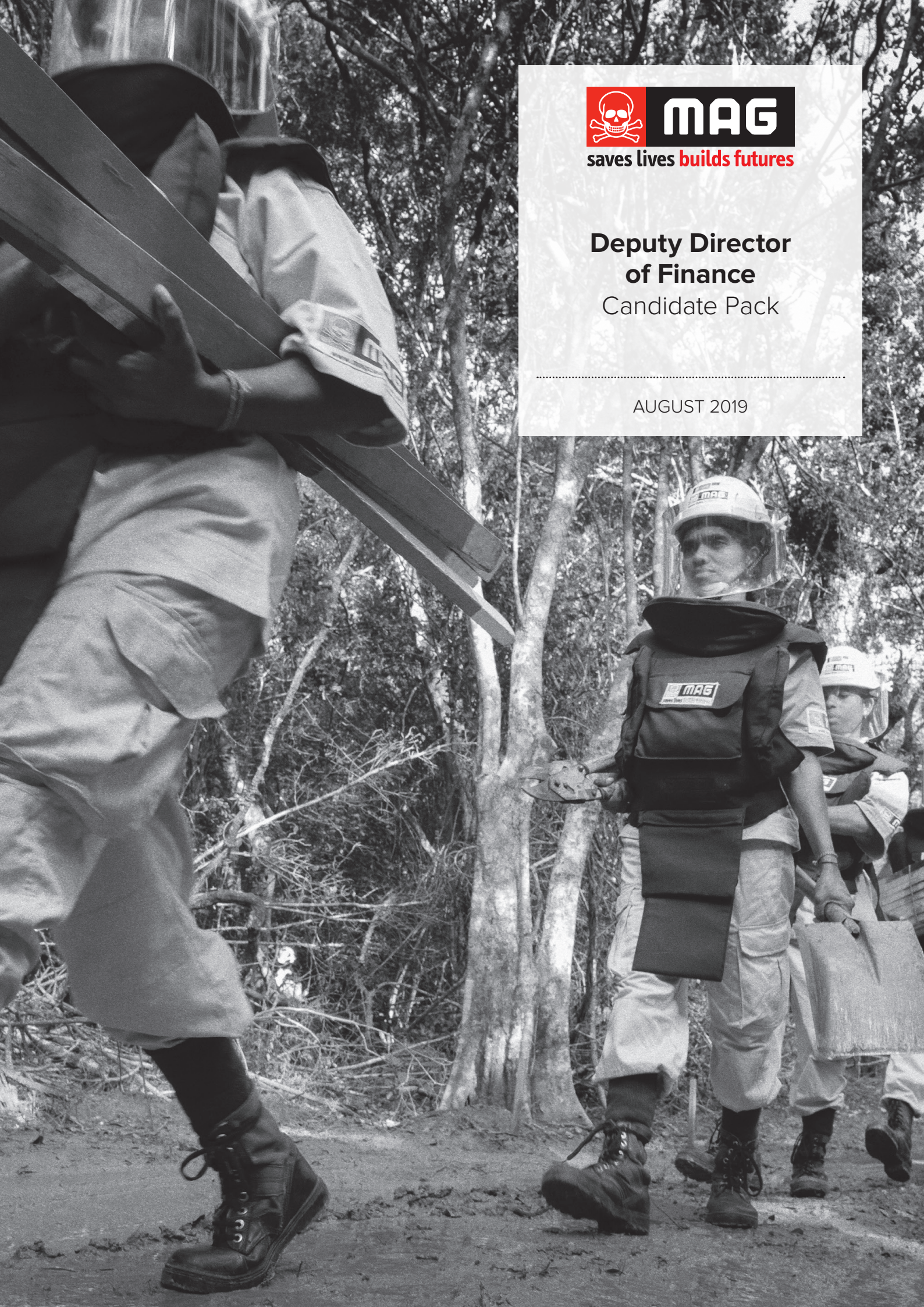


MAG

saves lives builds futures

# Deputy Director of Finance

Candidate Pack

AUGUST 2019



# Letter from MAG's Chief Executive

## Dr Jane Cocking OBE

Thank you for your interest in the role of Deputy Director of Finance at MAG.

Professional, principled and pragmatic, MAG is keen to evolve so that it can have the maximum positive impact on as many of the poorest and most vulnerable people in the world.

MAG's origins lie in the response to the death, injury and suffering caused by landmines and is the only UK humanitarian organisation to have shared the Nobel Peace Prize. We are proud to remain a leading global mine action organisation, known for our quality, results and people-driven programmes.

MAG is an extraordinary organisation and a world leader in its field. We have worked across the globe for over 25 years to save lives and build futures for communities affected by violence, conflict and insecurity.

Recent and continuing conflict creates new contamination and new need, especially in the Middle East. Demand for our expertise is greater than ever, and the organisation has adapted to find new ways to respond in the some of the most challenging humanitarian emergencies.

For more than a decade, MAG has also been at the forefront of assistance to fragile states to improve their ability to secure and manage weapons and munitions. This work prevents devastating accidents, improves accountability and is a key part of the global effort to address the illicit arms trade. This area of our work is only set to grow.

MAG's organisational systems and values equip us well to adapt in a constantly evolving and competitive external environment. We understand what value for money means and demonstrate this in all aspects of the organisation's work. This hard-earned reputation forms the basis of the institutional donor partnerships that are our core source of funding for programmes.

MAG's business model demands financial management of the highest quality and we're proud of the systems and standards in place worldwide. We are looking for an experienced Deputy Director of Finance who will provide inspirational leadership as we lead MAG into an exciting future.



**Jane Cocking**
Chief Executive, MAG



People returning home after working close to a minefield in the Democratic Republic of Congo.

# Who we are

The Mines Advisory Group (MAG) is a global humanitarian and advocacy organisation that finds, removes and destroys landmines, cluster munitions and unexploded bombs from places affected by conflict.

MAG also provides education programmes, particularly for children, so people can live, work and play as safely as a possible until they clear the land.

Since 1989, MAG has helped over 18 million people in 68 countries rebuild their lives and livelihoods after war.

We believe it is unacceptable that millions of people are trapped in danger and poverty for years after wars end.

We aim to help communities get on with their lives, and get back their futures.

With a headquarters in central Manchester, MAG is registered in England and Wales as a charity and company limited by guarantee. MAG America is MAG's representative partner organisation in the United States, based in Washington DC. MAG America is a registered 501(c)(3) organisation, with an independent Board of Trustees.

## OUR VALUES

**PRINCIPLED**
We adhere to the humanitarian principles of humanity, neutrality, impartiality and independence, placing people affected by armed conflict and violence at the heart of our work.

**AGILE**
We react quickly and efficiently to changes so that we always offer the right solutions.

**DETERMINED**
We are resolute in our desire to use our skills and resources to benefit those most vulnerable to armed conflict and violence.

**EXPERT**
We focus on areas where we have knowledge and expertise, and build on this foundation.

**PROFESSIONAL**
We adhere to and measure ourselves against internationally-recognised sector standards.

**ENABLING**
We aim to empower and support those most affected by landmines and explosive remnants of war.



Recent and ongoing conflict means demand for MAG's expertise is greater than ever.

# Strategic plan

MAG (Mines Advisory Group) is committed to a clear, bold and exciting direction over the coming five years. During the next five years we will aim to achieve the maximum impact for the maximum number of people in the world's most marginalised, vulnerable or forgotten communities.

The world in which we work is becoming ever more complex and unequal, increasing the impact on communities affected by violence, conflict and insecurity. Their expectations and the views of those who support our work are also evolving. This creates challenges for impact-driven organisations like MAG, but they must be turned into opportunities that achieve results for people.

**MAG's vision is a safe future for women, men and children affected by violence, conflict and insecurity.**

People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons (SALW) and ammunition.

**MAG's mission is to save lives and build safer futures.**

We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of SALW and ammunition on people and communities.

How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

MAG's ambition is to have the maximum positive impact on the maximum number of people by delivering the highest quality programmes and being the most influential mine action organisation.

We will grow the scale of our own operations responsibly and sustainably and we will transform the impact of what we do by linking our work to that of others in related fields and influencing key decision makers. We will be able to assess and measure the impact we are having.

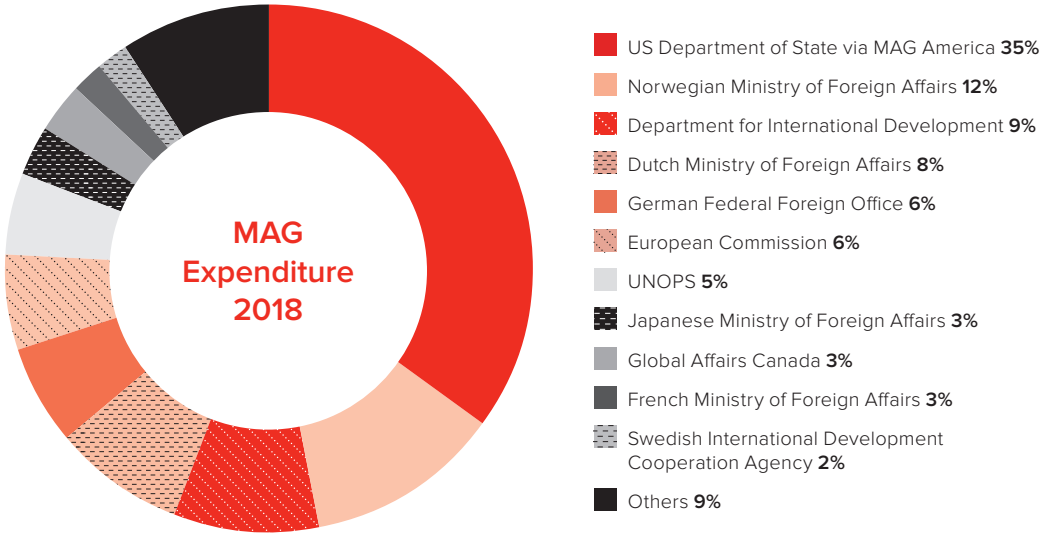
### MAG's Strategic Position

We will strike a balance between achieving impact through the implementation of projects and influencing the institutions and systems within the sectors in which we operate. We aspire to be a leader in these sectors. We will strike a similar balance between working alone and working in partnership with other organisations and networks.

MAG will grow sustainably throughout the plan period. Decisions will be taken on a case-by-case basis as to when and how to expand operations or other areas of work, taking into account the need to provide adequate support and accountable management.

# Where we work



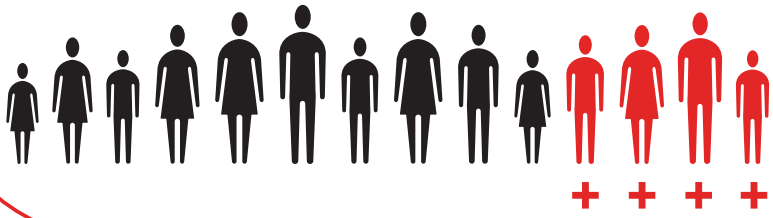






MAG saves lives builds futures

# MAG in 2018

Our work directly benefited over **1.4 MILLION** women, girls, boys and men allowing them to live free from fear



This is **400,000** more people than last year



100,000

Over **100,000** landmines and unexploded bombs were removed and destroyed

Which means **55 million square metres** of land was given back to communities to rebuild their lives after conflict

That's almost the size of **8,000 football pitches!**




52,000



We gave **52,000** life-saving risk education lessons

This helped over

ONE MILLION

people to stay safe until their land was cleared



9,000

More than **9,000** weapons were destroyed, helping communities to be safer



MAG saves lives builds futures



Mine risk education in Nigeria

# MAG's people and culture

MAG is an exciting and professional place to work. Our 4,700 staff feel close to the work we do and can readily see they are contributing to changing people's lives.

We are a diverse organisation. In line with our commitment to capacity building, approximately 95% of all staff are locally recruited, trained, guided and managed by around 190 international experts and supported by around 65 staff in our head office in the UK.

Our workforce originates from over 60 countries. People are drawn to work for us from a diverse range of backgrounds, and we rely on this combination of skills, experience and perspectives to deliver our work to greatest effect and for the maximum benefit of those who need it.

Using our succession planning to identify, develop and retain talent, MAG is a place where people can develop their skills and further their careers.

In addition to this, MAG has robust operating procedures on Safeguarding, health, safety and security management and, with a focused effort over the last couple of years, duty of care is given high priority across the organisation and staff feel supported when they need it.

MAG's last biennial employee engagement survey had an 85% response rate and our staff said that they feel motivated and committed, recognised, respected and proud to work for MAG. We are considered to be a fair employer.

MAG is committed to equal opportunities in employment, reducing discrimination in the ways we work, valuing differences and maximising them to achieve our goals. This is formalised in a range of MAG organisation wide and cross-cutting policies, including our gender policy.

We recognise that we have grown to a scale where our organisational structures, systems and ways of working need to evolve to respond to increasing demands. At the same time we must not lose the feel of family and commitment which makes MAG what it is. This challenge is an exciting one which we are looking forward to seizing over the coming years.

# Job specification

| | |
|---|---|
| Department: | **HQ Finance** |
| Scale: | **HQ 7** |
| Line managed by: | **Finance Director** |
| Responsible for line managing: | **Head of Corporate Finance, Head of Programmes Finance, Finance Systems Specialist, Head of Global Financial Compliance** |
| Location: | **MAG HQ, Manchester** |

## MAG's Vision

A safe and secure future for men, women and children affected by armed violence and conflict.

## MAG's Mission

MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

## Job Purpose

Direct, lead and develop the HQ Finance team in the delivery of strong financial control, effective financial business partnering, high quality information to facilitate decision-making and the development of financial infrastructure to support the current and foreseeable scale of delivery across MAG's global programmes.

## Job Description

- Lead, direct, develop and inspire the HQ Finance team, nurturing effective communication, coordination, collaboration, accountability and teamwork in the implementation of approved plans in line with MAG's vision, mission and strategy
- Contribute to MAG's overall strategic direction, management and financial resilience
- Oversee MAG's Compliance Framework ensuring activities are carried out in line with those statutory, regulatory and contractual requirements which are relevant to the financial context in all countries where MAG has a presence
- Be a key voice in MAG's digitalisation and business process agenda
- Raise the profile and enhance the reputation of Finance with MAG's Leadership Team, the Board of Trustees and the Audit and Finance Board sub-committee (AFC) through relevant and proactive engagement
- Support the Finance Director in their overarching job purpose of providing:
  - Strategic leadership and oversight to the organisation to ensure a strong, sustainable future for MAG
  - Leadership and oversight of the financial and information technology affairs of MAG ensuring that all financial activities are carried out in compliance with internal, statutory, regulatory and contractual requirements

## Job Description (continued)

- Direct, lead and develop the HQ Programmes Finance team in the following:
  - Build and develop the Programmes Finance team to ensure MAG delivers robust, effective, high quality financial business partnering to relevant stakeholders across the organisation, supporting the delivery of organisational priorities within an evolving risk framework
  - Influence local, regional and global internal stakeholders, with the overriding objective of delivering strong financial control and resilience for MAG's global programmes
  - Provision of timely, relevant information for the purposes of operational and business decision making by key stakeholders
  - Oversee the financial planning, forecasting, analysis and reporting processes for MAG's global programmes
- Direct, lead and develop the HQ Corporate Finance team in the following:
  - Reduce MAG's investment in working capital, dynamically forecast MAG's global bank and cash outlook, and optimise short-term deposit and borrowing positions in accordance with MAG's Treasury Policy
  - Continuous development of understanding of MAG's exposure to foreign exchange movements at organisational and programme levels, forecasting future currency needs, executing forex treasury policies as appropriate and recommending changes to such policies where needed
  - UK financial control, including analysis of reserves, income recognition, billing, credit control, cash flow management, UK banking, bank & cash transfers to overseas branches, UK purchase ledgers, UK payrolls, insurance recharges and balance sheet control accounts
  - Deliver high quality, timely management reporting, annual reporting and business planning cycles
  - Proper operation of HQ and International payrolls
- Direct, lead and develop the Financial Systems Specialist in the following:
  - Optimise the use of existing systems to reduce non-value adding effort, increase control and improve decision making
  - Support the development, implementation and integration of MAG's financial and contract management systems
  - The development, implementation and roll-out of new finance systems/upgrades, ensuring cohesion with parallel work streams on development of appropriate business processes and procedures
- Direct, lead and develop the Head of Global Financial Compliance in the following:
  - Development, implementation and monitoring of financial policies, procedures and processes, striving to deliver continuous improvement and global standards across the finance function
  - Critically review finance systems to identity shortfalls in effective and efficient operation or in risk management and compliance
  - Coordination of global grant and contract audits, liaising with MAG teams and funder audit teams
  - Develop, review and deliver the compliance programme for MAG's Global Partnership Framework
  - Country compliance visits (financial, risk, contractual, assurance on tax arrangements for international Staff)
  - Standing member of the Financial Crime Reporting Team

## Job Description (continued)

**All HQ staff are expected to undertake the following general duties:**

- Work within the framework of MAG's core values, promoting its ethos and mission statement
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Travel overseas, sometimes to developing countries and areas in conflict, as and when required
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarise the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference.

## Person Specification

### Essential Experience

- Demonstrable post-qualification experience in a senior financial role
- Financial management in a complex multi-site international organisation, featuring multi-currency, multi-contract accounting
- Strategic Treasury Management including the management of foreign exchange risk and reducing investment in working capital
- Development of high quality, timely management and financial reporting for financial and non-financial users
- Supporting teams in delivery of technically compliant financial and management information for monthly and annual reporting requirements
- Coordination and preparation of business planning for complex organisations, including the development/design of fully-integrated business planning models
- Significant involvement in the development and implementation of business/financial software/systems
- Fostering and development of finance business partnering to international, multidisciplinary teams
- Influencing diverse and disparate teams with competing priorities
- Establishing and maintaining strong financial controls which ensure organisations operate to the highest financial standards

### Essential Aptitude, Skills and Knowledge

- Excellent interpersonal and influencing skills
  - Building effective relationships with a variety of internal and external stakeholders
  - Ability to lead and influence at the highest levels
  - Influencing others to achieve required outcomes where on-the-ground priorities may be quite different to those for Finance and where there is no direct managerial relationship
- Ability to lead, manage, motivate and develop teams
- Inspiring team members to grow into business partners who see themselves as fully integrated within an organisation and able to make a difference
- Advanced use of Microsoft Excel and database reporting tools
- Effective communicator, both orally and in writing, with excellent written and spoken English
- Exceptional organisational and project planning and management skills
- Ability to design and implement fit-for-purpose financial controls and business processes
- Working knowledge of accounting standards and company law, with proven ability to learn new technical requirements quickly
- Technically astute, with the ability to understand and translate complex financial information to get to the heart of complex issues for Finance team as well as for non-financial directors/managers

### Essential Characteristics

- Curious and risk aware
- Proactive, demonstrates initiative and delivers solution-oriented approaches
- A flexible and responsive approach to the changing needs of an organisation
- Always looking for ways to improve things and develop self
- Self-motivated, flexible and enthusiastic approach to work
- Big picture focus, whilst not losing sight of the importance of detail
- Managing complex workloads to varying and often competing deadlines and demands
- Committed to achieving and furthering MAG's goals

## Person Specification (continued)

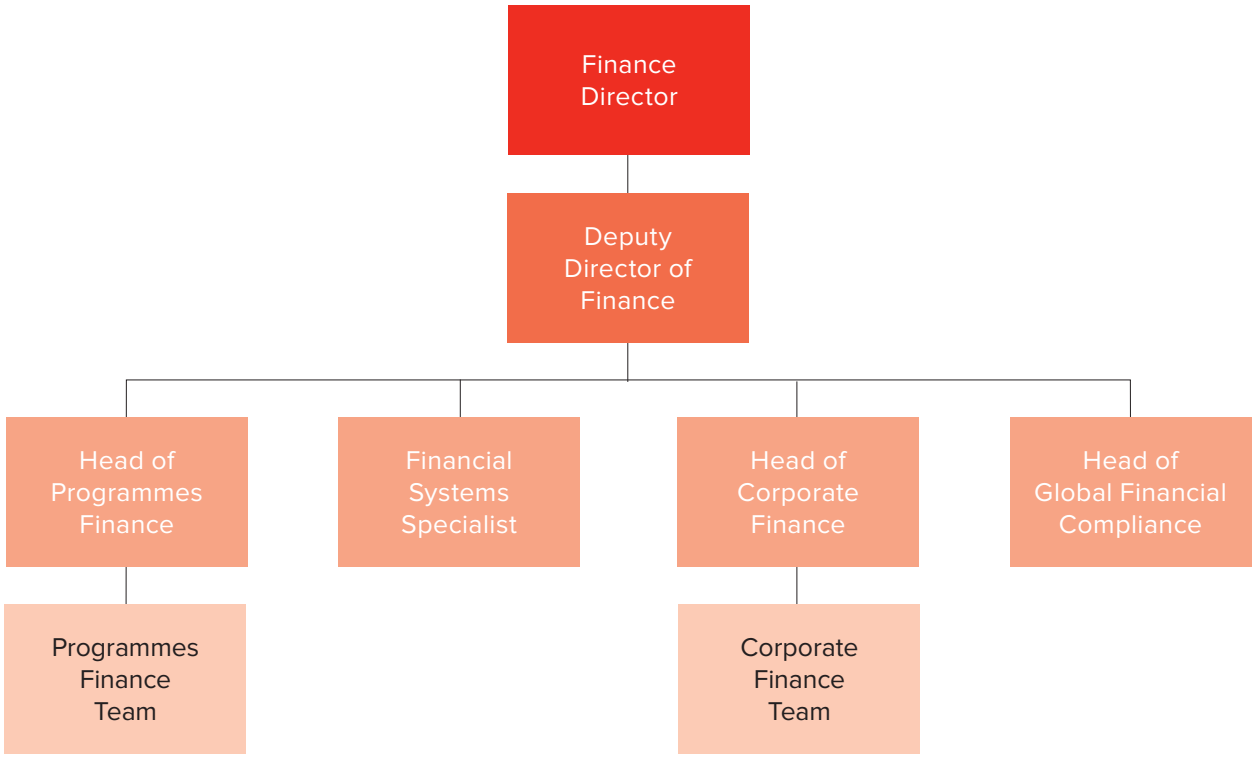
### Qualifications

- CCAB or international equivalent professional accounting qualification, e.g. ACA, CIMA, ACCA

### Desirable Experience and Skills

- Experience of Charity SORP
- Financial management and reporting experience within the charity sector
- Working with a senior board of trustees with diverse backgrounds, disciplines and priorities
- Working knowledge of charity accounting regulations
- Working knowledge of requirements of restricted funders and related charity/trust law
- Multi-lingual

## MAG: Finance Team Outline Structure






MAG saves lives builds futures

# Appointment Details

This is a permanent, full time role, based at MAG's head office in Manchester, UK. It will require periods of travel overseas, sometimes to developing countries and areas in conflict.

The starting salary for the role is £61,380 per annum plus contributory pension

A relocation allowance up to a maximum amount is available to the successful candidate.

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# How to apply

Application is by submission of an application form. This should be sent to **humanresources@maginternational.org** by the closing date of Sunday 8th September 2019.

Due to the high volume of applications that we receive, we are not able to respond to every application. If you have not heard back from us within 3 weeks of applying, it means that your application has not been successful.

Applicants who are non-residents of the UK will need to provide documentary evidence of their eligibility to work in the UK.

Please note that as part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed.

**Interview Arrangements**

Interview will be conducted at our HQ in Manchester. Please advise us of any dates that you would not be available for interview if you were shortlisted. If you have been shortlisted, you will be contacted by email to confirm interview arrangements.



Disarming a Valmara landmine.




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