

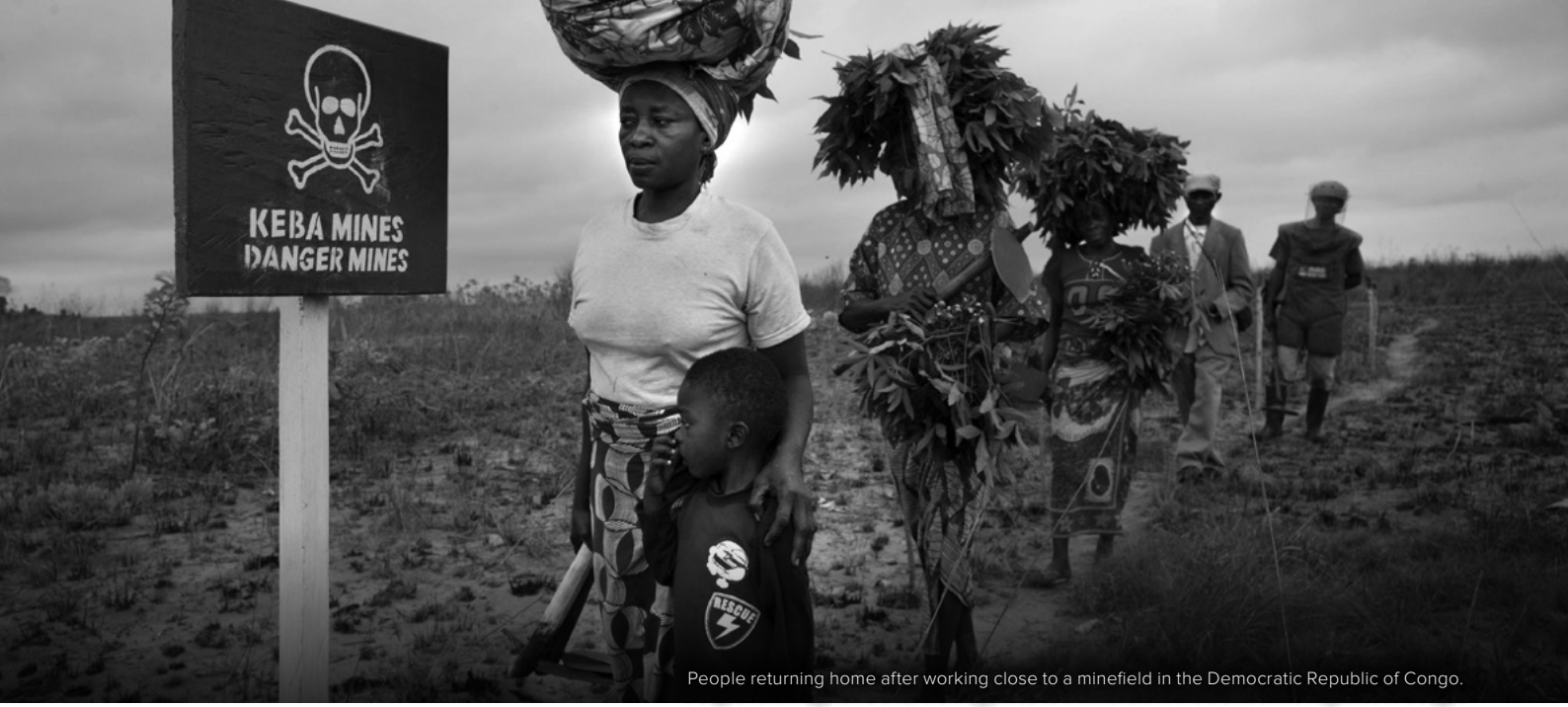
MAG

saves lives builds futures

Head of Programmes Finance

Candidate Pack

FEBRUARY 2020



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, especially in the Middle East, 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.

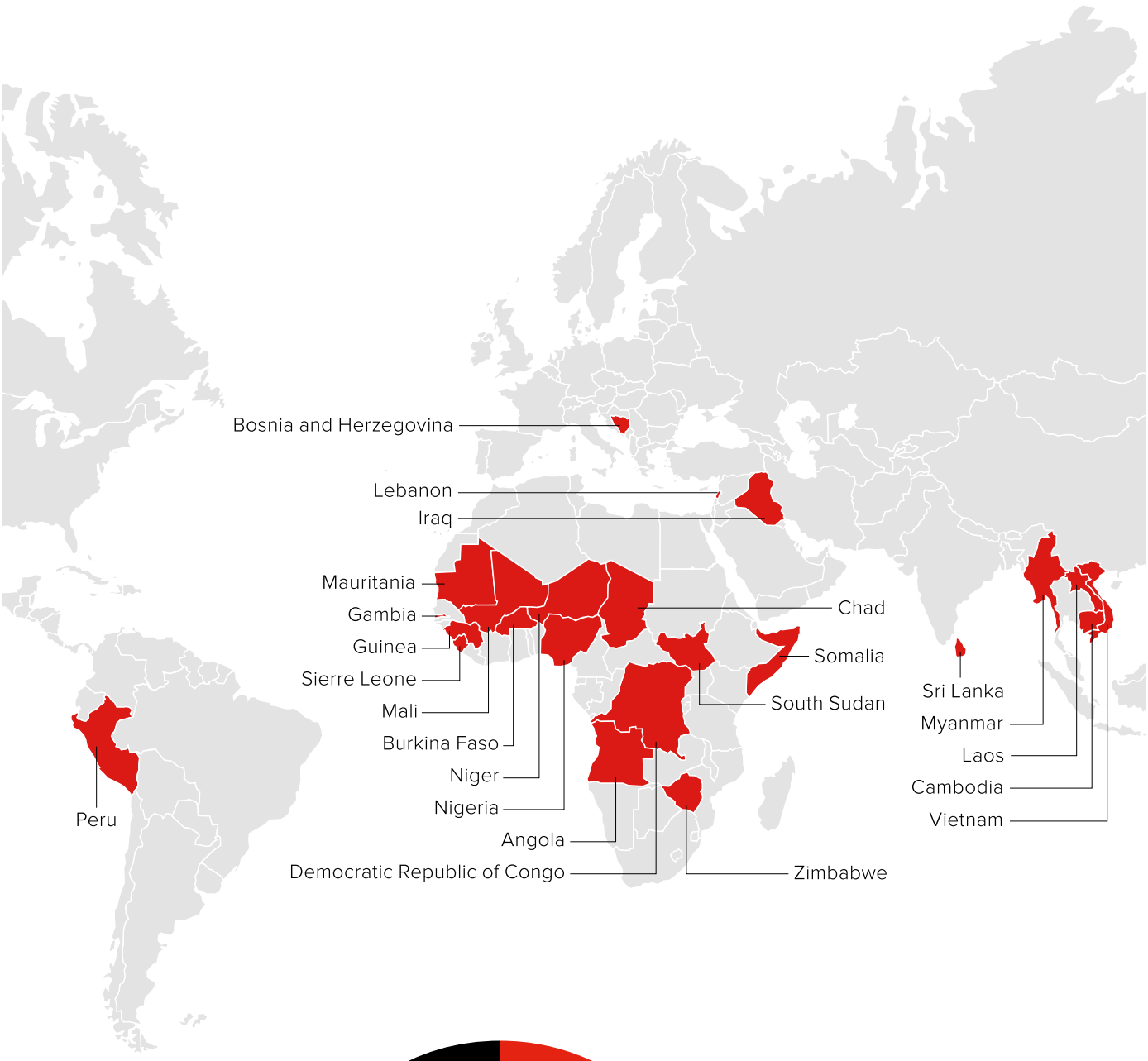
We will grow the scale of our own operations responsibly and sustainably and we will transform the impact of what we do by linking our work to that of others in related fields and influencing key decision makers. We will be able to assess and measure the impact we are having.

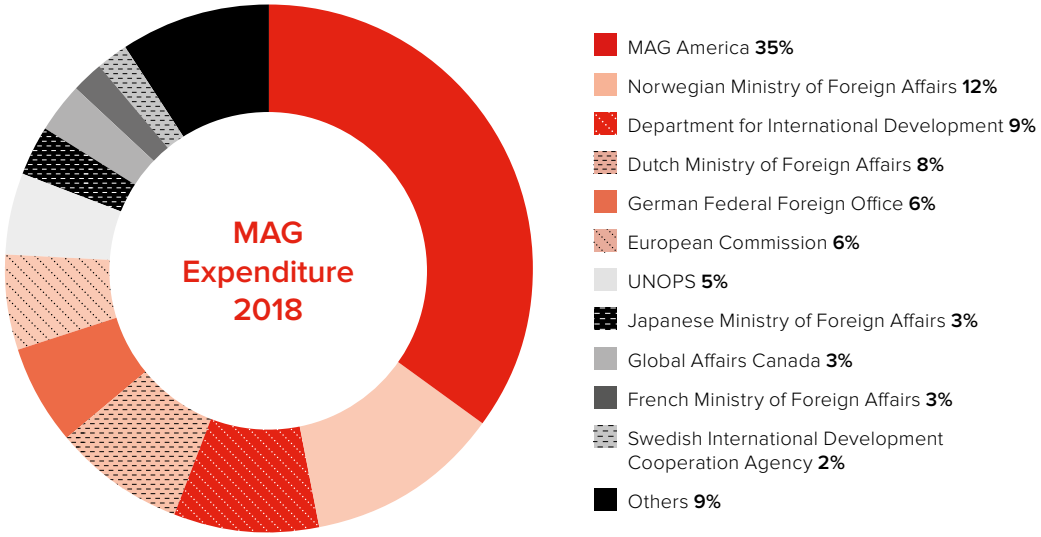
MAG's Strategic Position

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

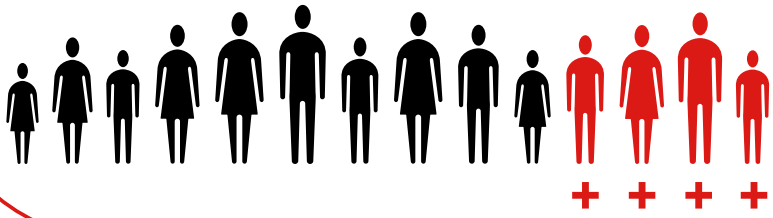




MAG saves lives builds futures

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



Fatima Bahmad is the Deputy Team Leader of MAT (Mine Action Team) 2 in Lebanon.

MAG's people and culture

MAG is an exciting and professional place to work. Our 4,500 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 Head of Programmes Finance

Department:	**Finance**
Scale:	**HQ 6**
Line managed by:	**Deputy Director of Finance**
Responsible for line managing:	**Regional Finance Managers**
Location:	**MAG HQ**

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 Programmes 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 decision making frameworks to support the current and foreseeable scale of delivery across MAG's global programmes

Context

Across its global programmes, MAG requires strong financial control, high quality information to facilitate decision-making and the development of financial infrastructure such that it supports the current and foreseeable scale of programme delivery.

MAG is structured by country/region and by HQ functions. Key elements of MAG's business planning, financial control, internal and external reporting, and transaction processing are delivered at local and regional level as well as at HQ. Thus, as is often found in larger organisations, the Head of Programmes Finance will not be in a position to recruit, manage or direct the workloads of the majority of MAG staff members whose work and performance has a significant impact on the outcomes for which the Head of Programmes Finance is accountable. Thus stakeholder management and influencing will be key facets of the role of Head of Programmes Finance.

Job Description

Team and Stakeholder Management

- Lead, direct, develop and inspire the Programmes Finance Team, nurturing effective communication, coordination, collaboration, accountability and teamwork in the implementation of approved plans in line with MAG's vision, mission, values and strategy
- Contribute to MAG's overall strategic direction and management, raising the profile and enhancing the reputation of Finance with MAG's Leadership Team, Regional Directors and Country teams through relevant and proactive engagement
- Work closely with the Corporate Finance, Financial Compliance and HQ IT teams to promote effective communication, coordination, collaboration and teamwork
- Work closely with the DDF, Leadership Team and the Audit and Finance Committee, ensuring timely updates and proactive engagement in meetings
- Represent MAG with key supporters, funders and other key stakeholders
- Deputise for the Deputy Director of Finance (DDF) when appropriate

Business Partnering

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
- Provide financial advice, support, challenge and assurance in the development and monitoring of MAG's international programme activities, fostering a culture of financial business partnering with operational teams
- Play a key role in influencing, recruiting and developing Country Finance teams in their delivery of high quality in-country financial business partnering to support the delivery of organisational priorities
- Support and challenge budget holders and programme portfolios in the development and review of new business go/no-go decisions, proposals and budgets, utilising MAG standard tools and approaches and actively considering the impact of foreign exchange and OSC on financial outcomes
- Work with Regional Directors to plan country financial support visits, ensuring continuous improvement action points are followed up and implemented
- Influence the training and development of overseas finance teams to ensure robust financial controls are followed and high quality reporting and forecasting delivered, always recognising that there is no direct line management link between these teams and HQ Finance

Management Reporting and Controls

Provision of timely, relevant information for MAG's global programmes for the purposes of operational and business decision making by key stakeholders, including monthly management reporting

- Assist the Head of Corporate Finance in producing timely and relevant monthly management accounts, incorporating the closure of the financial ledger, consolidation of global programme forecasts and associated performance and risk narratives
- Working with the Head of Financial Compliance, develop, implement and monitor appropriate financial policies, processes and procedures, striving to deliver continuous improvement across the Programmes Finance function

Job Description (continued)

Business Planning and Performance Measurement and Improvement

Oversee the financial planning, forecasting, analysis and reporting processes for MAG's global programmes, incorporating a performance measurement and continuous improvement mind-set

- Oversee quarterly programmes forecasts and budgets to ensure that Leadership Team, Regional Directors and all other relevant stakeholders are provided with timely qualitative and financial information to inform operational and business decisions
- Development and monitoring of appropriate KPIs
- Facilitate visibility and optimisation of OSC, NICRA, Rechargeables and foreign exchange exposures

Statutory, Regulatory and Contractual Compliance

- Monitoring compliance with delivery of contractual obligations – eg cost extensions, timing of spend, documentation
- Ensure financial/donor reports are provided in a manner to meet contractual obligations and optimise cash inflows
- Working with the Head of Financial Compliance, monitor MAG's Compliance Framework ensuring activities are carried out in line with statutory, regulatory and contractual requirements which are relevant to a financial context in all countries where MAG operates
- Assist the FD, DDF and Corporate Finance team when required in the management of MAG's corporate relationship with financial institutions (banks, credit brokers, deposit takers, foreign exchange bureaus and money transfer agents)
- Coordinate with the Head of Corporate Finance and the Head of Financial Compliance in the production and external audit of statutory financial statements

Continuous Improvement Agenda

- Be a key voice in MAG's digitalisation and business process agenda, including finance systems/ upgrades (eg Adaptive Insights), and the use and evolution of MAG's financial management system (PSF), financial reporting tools (eg SmartView, MyReports), risk register (PowerBI) and contract management system (Sycle)
- Optimisation of OSC, NICRA, Rechargeables and foreign exchange exposures

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

- Financial management in a complex multi-site international organisation, featuring multi-currency, multi-contract, project accounting
- Managing complex and varying requirements of multiple grant/funding providers
- Coordination and preparation of business planning for complex organisations
- Significant experience of fully-integrated business planning models
- On-time-in-full preparation and analysis of management reporting
- Ongoing development/optimisation of business/financial software/systems
- Fostering and development of finance business partnering to international, multidisciplinary teams
- Influencing diverse and disparate teams with competing priorities
- Managing complex workloads to varying and often competing deadlines
- Establishing and maintaining strong financial controls which ensure organisations operate to the highest financial standards
- Preparation and development of management reporting for financial and non-financial users

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 a senior level
  - 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 be outward facing and customer-focused, seeing themselves as fully integrated with an organisation
- 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 workflows
- Working knowledge of accounting standards, company law and funding obligations

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
- Attention to bigger picture as well as importance of detail
- Ability to work at pace and with a range of competing demands
- Committed to achieving and furthering MAG's goals

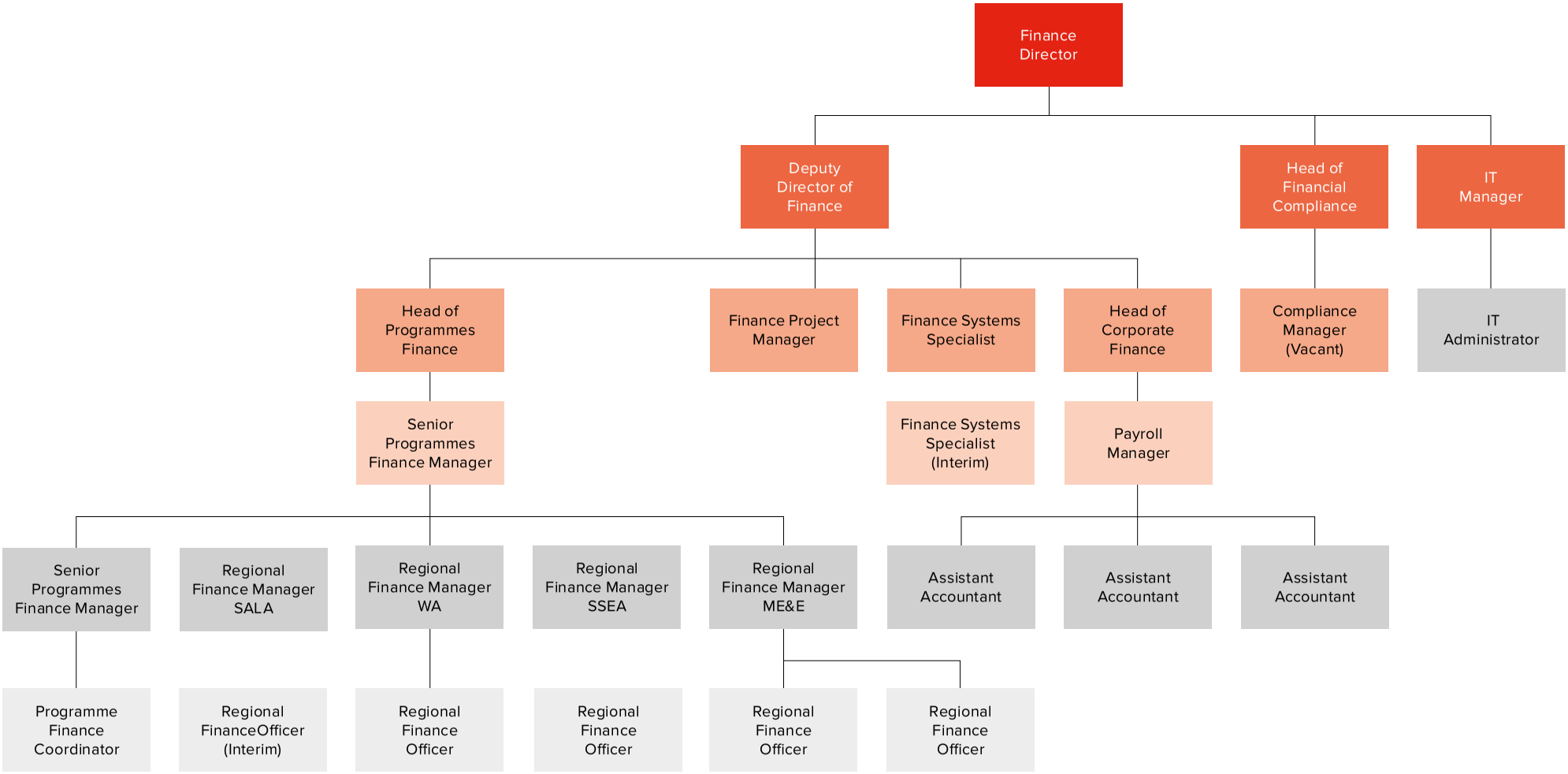
Qualifications

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

Desirable Experience

- Experience of Charity SORP
- Financial management and reporting experience within the charity sector
- Working knowledge of charity accounting regulations
- Working knowledge of requirements of restricted funders and related charity/trust law

MAG: Finance Team Structure



MAG saves lives builds futures

Appointment Details

This is a fixed term, full time role, based at MAG's head office in Manchester, UK.

It may require periods of travel overseas, sometimes to developing countries and areas in conflict.

The maternity contract will likely finish in August 2020.

The starting salary for this role is **£50,030 per annum**.

How to apply

Application is by submission of a CV, covering letter and application support form. This should be sent to **humanresources@maginternational.org** by the closing date of Sunday 8 March 2020.

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.



Disarming a Valmara landmine.



saves lives builds futures