



Job Specification: Regional Finance Manager

Department: Programme Finance
Scale: UK 4
Line managed by: Head of Programme Finance
Responsible for line managing: Regional Finance Officer
Location: Manchester

MAG's Vision is a world in which everyone can live free from the enduring and devastating consequences of armed violence, conflict and their legacy. 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 and ammunition.

MAG's Mission is to save lives, ease suffering and enable sustainable development by limiting the causes and addressing the consequences of armed violence and conflict so people can live with dignity and choice, free from fear. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons 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 Values: Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

DETERMINED - we work with purpose.

EXPERT - through excellence and expertise we build trust.

INTEGRITY - we strive to do the right thing.

COMPASSION - people come first in everything we do.

INCLUSIVE - we are inclusive, and we value diversity.

Job Purpose

As a Regional Finance Manager at MAG, your primary role is to deliver strategic financial business partnering services in support of a portfolio of country programmes. Your aim is to ensure compliance with both internal and donor requirements, optimise financial efficiency, and ultimately support the region's programmatic goals. You will be instrumental in providing financial analysis, strategic guidance, and technical support to the region and key stakeholders, promoting transparency, integrity, accountability, and effective financial management practices. Through your expertise and dedication, you will contribute to the achievement of MAG's vision and mission.

Job Description

Business Partnering

- Act as a trusted advisor and a Financial Business Partner to a Regional Director, supporting the financial management of a portfolio of MAG overseas country programmes and providing financial insights, guidance and support.
- Work alongside colleagues in Strategic Partnerships, HR, Fundraising and Procurement and Logistics to provide financial information or to support on key initiatives.
- Facilitate the exchange of best practices and financial knowledge between programmes within the region, the programme finance and global finance team.
- Engage with donors, partners, and other external stakeholders to ensure transparency and accountability in financial matters.

Forecasting and Business Planning

- Using MAG's forecasting tools, and working closely with MAG overseas programmes, assist in the development and implementation of annual business plans ensuring realistic budgeting and alignment with global financial strategies.
- On a quarterly basis, review, check and challenge the updated reforecast of planned expenditure in the region, providing analysis and key risk information for presentation to the Leadership Team.
- On a monthly basis, review actual expenditure against forecasted plans and provide narrative explanations on significant variances to plan.

Grant Management and Compliance

- Support country programmes in the development of financial business proposals for submission to donors in the correct formats required. Ensuring there is full cost coverage, a cost allocation methodology has been followed and there is accuracy and integrity of the information provided. Also ensure alignment with project workplans, funding guidelines and donor regulations.
- Review (or produce where required) grant/contractual financial reports and budget narrative reporting ensuring they are produced in the correct format, accurate and are submitted in line with contractual obligations.
- Monitor and forecast cashflow for individual projects and manage billing in line with contractual requirements.
- Oversee the financial management of grants and contracts, ensuring the accuracy and integrity of financial records in compliance with organisational policies and donor requirements.
- Ensure robust financial controls and procedures are implemented and followed across all programme offices.
- Monitor budget execution, track variances, and provide recommendations to optimise resource allocation and cost-effectiveness. Provide exception-based reporting where required.
- Ensure adherence to donor regulations, contractual obligations, and internal policies throughout the grant lifecycle.

Financial Management

- Lead the monthly financial close process for MAG overseas programmes within a region, ensuring programmes are meeting deadlines and data posted into MAG's accounting systems is accurate.
- Review country programme balance sheet accounts, analysing key trends and material variances, providing feedback to programmes on actions required and escalating any key risks when identified.
- Stay updated on financial regulations and donor requirements, implementing necessary adjustments for compliance. Review regulatory requirements in new operational territories based on operational need.
- When required, provide detailed financial analysis and reports to the Regional Director, identifying trends, risks, and opportunities to inform strategic decision making and making recommendations for corrective actions or improvements.
- Coordinate and support internal and external audits, ensuring all necessary documentation and information are available and accurate.
- Supervise the production of the annual statutory accounts for MAG overseas programmes where legislation dictates. Liaise with programme staff and duly appointed auditors on all statutory account audit matters.

Capacity Building and Training

- Support the recruitment, onboarding, and development of finance staff within the programme finance team and the region, fostering a culture of continuous improvement and learning.
- Manage and mentor a team of finance professionals across the region, nurturing a collaborative and high-performing work environment.
- Provide technical assistance and training to finance and non-finance staff on financial management best practices, policies, and procedures.
- Strengthen financial management capacity within the region through targeted capacity-building initiatives and knowledge sharing sessions.
- Foster a culture of financial accountability, transparency, and compliance across all MAG overseas programmes.
- Take part in in-person programme visits to build effective working relationships and provide technical financial support and guidance.
- Manage and motivate departmental staff to perform to a high standard, conducting appraisal meetings in line with organisational policy and agree and review progress towards individual targets on a regular basis.

All 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
- Undertake and apply learning from appropriate training and development programmes.
- Travel internationally, sometimes to developing countries and areas in conflict, as and when required.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- 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 summarize 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

- Significant financial experience in a commercial or NGO environment
- Excellent management accounting experience, including a proactive approach to budget monitoring, reporting etc.
- Extensive experience of implementing and ensuring compliance with internal financial controls and procedures
- Demonstrable ability to think and plan ahead and identify areas of future concern and organisational risks
- Substantial experience of using mid-range accounting systems
- Proven experience of introducing and managing changes to finance systems, procedures, or practices
- Experience of establishing strong working relationships with colleagues and key stakeholders from different functions and cultures

Essential Skills and Knowledge

- Strong assessment skills, able to gather information from diverse sources tactfully, converting findings into detailed, actionable solutions
- Utilising Excel at an advanced level to add value to business processes and reporting
- A constructive and clear communication style on financial and non-financial matters, with excellent verbal and written English
- Effective financial management skills including financial scenario planning.
- Proficiency in project and programme planning, costing and risk management.
- Production of high quality financial reports and analysis.
- Interpretation and implementation of donor/client contractual requirements.
- Excellent analytical skills with the ability to interpret complex financial data and make informed recommendations.
- Ability and willingness to undertake both strategic and routine administrative tasks.

Essential Aptitude

- Ability to demonstrate initiative, be proactive and offer a solution-oriented approach
- Ability to apply a general business understanding when designing solutions to complex problems
- Ability to articulate complex financial information to non- finance personnel
- Able and willing to travel to remote and insecure locations for short periods of time and at short notice
- Determined and committed to high quality standards
- Ability to establish effective working relationships at all levels internally and externally
- Proven ability to work independently, prioritise tasks, and meet deadlines in a fast-paced environment.
- Self-motivated, flexible and enthusiastic approach to work.

Qualifications

- Minimum part-Qualified ACA, CIMA, ACCA, or equivalent
- MAG may accept years of relevant experience in lieu of a full professional accounting qualification.

Signed employee:	Date:
Signed manager:	Date:

August 2024