



## Job Specification: Head of Programme Finance

Department:	Finance
Scale:	HQ 6
Line managed by:	Director of Finance
Responsible for:	Programme Finance Team
Location:	MAG HQ

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**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.

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### 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, development of financial frameworks to support MAG's global programmes and strategic aims.

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### 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 its operations, internal and external stakeholder requirements.

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. The ability to effectively manage and influence different stakeholders will be key to successful delivery in the role of Head of Programmes Finance.

## Job Description

### **Team and Stakeholder Management**

- Lead, direct, develop and motivate the Programme 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 Senior Finance Management Team to promote effective communication, coordination, collaboration and teamwork
- Work closely with the Director of Finance, Leadership Team and the Audit, Finance and Risk Committee, ensuring timely updates and proactive engagement in meetings
- Represent MAG with key supporters, funders and other key stakeholders
- Deputise for the Director of Finance when appropriate

### **Business Partnering**

Build and develop the Programme 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, recharges 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
- Help identify and support the training and development of overseas finance teams to ensure robust financial controls are followed and high-quality reporting and forecasting delivered

### **Multi-Country Contract Management**

- Finance lead in the delivery of multi-country contracts liaising with key internal and external stakeholders, including donors and external partners, to ensure MAG's contracts deliver value-for-money processes and outputs and that contracts are compliant with donor and statutory requirements
- Finance lead in the draft, review and agreement of multi-country contracts liaising with internal stakeholders from Programmes and Strategic Partnerships to ensure contracts are aligned with MAG's finance principles, policies and procedures; striving to achieve favourable contract terms to MAG, e.g. optimising payments terms
- Strengthening and improving finance ways of working with multi-country contracts management including:
  - Leading the planning and delivery of multi-country donor proposals to ensure finance proposals are delivered on time, are accurate and complete and aligned with programme's work plans and relevant output/KPIs
  - Strengthening multi-country contract performance review ensuring periodic and regular visibility of contract performance to key stakeholders in HQ and Programmes so that pro-active decision making and action is in place to maximise value-for-money and the delivery of contractual obligations (e.g. cost extension, updated forecast, etc)
  - Ensure financial reports and any other donor reports are provided in a manner to meet contractual obligations

### **Management Reporting and Controls**

- Work with the Head of Financial Planning & Analysis to provide insights into the monthly management accounts, including programme performance and risk narratives, and variance analysis
- Work with the Head of Financial Compliance to develop, implement and monitor appropriate financial policies, processes and procedures, striving to deliver continuous improvement across the Programmes Finance function (HQ and Internationally)
- Ensure that all balance sheet reconciliations are completed and reviewed in accordance with the monthly reporting and year-end timetables.
- Work with the Head of Financial Compliance to analyse and identify key trends and material variations in balance sheet reconciliations and drive resolution of outstanding issues

### **Business Planning, Performance Measurement and Improvement**

- Lead the delivery of MAG's global programme budget and forecast
- Work with the Head of FP&A, develop and implement effective reporting tools and systems to assess performance measurement with a continuous improvement mind-set
- Ensure relevant stakeholders are provided with timely qualitative and financial information to inform operational and business decisions relating to MAG's programmes
- Facilitate the optimisation of OSC, NICRA and Recharges through thorough review and management of programme cost allocations, underpinned by development of standardised frameworks and processes.
- Focus on improving efficiency of HQ and Country finance month end processes
- Key voice in MAG's business process improvement agenda supporting finance systems/upgrades, the use and evolution of MAG's financial system (PSF), financial reporting tools, risk register and contract management system

### **Statutory, Regulatory and Contractual Compliance**

- Ensure financial/donor reports are provided in a manner to meet contractual obligations e.g. cost extensions, timing of spend, documentation
- 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
- Coordinate with the Head of Corporate Finance and the Head of Financial Compliance in the production and external audit of statutory financial statements and donor projects
- Lead on the production of the annual statutory accounts for MAG overseas programmes where legislation dictates, liaising with programme staff and duly appointed auditors on escalations.

### **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 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.

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## Person Specification

### Essential Experience

- Financial management in a complex multi-site international organisation, featuring multi-currency and multi-contract project accounting
- Managing complex and varying requirements of multiple grant/funding providers
- Coordination and preparation of business planning for complex organisations
- On-time-in-full preparation and analysis of management reporting, for financial and non-financial users
- 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

### Essential Qualifications

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

### Essential 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 Aptitude

- 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

### 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
- Multi-lingual

<b>Signed employee:</b>	<b>Date:</b>
<b>Signed manager:</b>	<b>Date:</b>

August 2024