Job Specification: Finance Systems Specialist

Department:	Finance
Scale:	HQ 5
Line managed by:	Head of FP&A
Responsible for line managing:	TBC
Location:	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:

Across its global programmes, MAG requires strong financial controls, high quality and reliable information that facilitates decision-making, increases efficiency, and allows for improved ways of working, supporting the organisation growth in scale and complexity.

This role is key to ensure Finance has solid/fit for purpose global finance systems that strengthen business partnering, minimise manual input and the risk for errors, optimising overall output in the recording, analysis and reporting of financial data.

In addition to that, this role will be responsible for leading the delivery of new initiatives/systems from idea to roll-out, leading a range of project management activities including stakeholder engagement, project planning, supplier relationship, testing, training, systems roll-out, support and maintenance.

Job Description

MAG IT SYSTEMS DEVEPMENT TO ROLL-OUT

- The development, testing, implementation and roll-out of new finance systems ensuring cohesion with parallel work streams and, in collaboration with the HQ & Country Finance and Management teams, to ensure the implementation of appropriate global business processes and procedures
- Leading role in gathering and communicating business requirements, ensuring they are clear, complete and reflect business needs, ready to be shared with the relevant internal and external stakeholders.
- Systems testing – prepares, performs, documents and communicates test cases liaising with internal stakeholders as well as with systems providers to ensure systems are ready for roll-out at HQ and in-country
- Work alongside the HQ & Country Finance teams to set and deliver systems training, communicating with key stakeholders to ensure the organisation is engaged and ready for upcoming systems change
- Monitor systems performance after roll-out, supporting the HQ & Country Finance teams with any system queries and escalating any issues to relevant partners, MAG IT and/or external service providers, ensuring questions are prioritised according to business need and are effectively resolved
- Ensure the right level of documentation for the finance systems from design to roll-out, including change requests and the handling of systems enhancement post go-live
- Further develop MAG's current financial management system (PS Financials) and reporting tools, being the go-to-person for any systems/reporting issues, liaising with MAG IT and external providers to prioritise and handle issues so they are effectively resolved in good time, minimising disruptions to Finance and other business stakeholders.
- Support the development, implementation and integration of MAG's financial management system (PS Financials) and Contract Management System (Sycle)
- Leading role in enhancing MAG's systems' architecture, ensuring a better integration between financial and non-financial systems to improve MI and decision making

FINANCE MASTER DATA

- Design and implement a master data framework to ensure the different finance system solutions are cohesive, robust, reliable and scalable, supporting MAG's increasing business complexity
- Overall responsibility for the maintenance of the finance master data, (e:g: hierarchies, project coding, cost centres, chart of accounts), playing a key role in developing policies and procedures to accommodate changes whilst safeguarding data integrity throughout the master data life cycle

STAKEHOLDER MANAGEMENT

- Liaise with cross departmental stakeholders and helping to deliver on MAG's digitalisation and business process agenda
- The go-to-person for any system-related questions, supporting the Head of FP&A in MAG's digitalisation and business process agenda
- Link between the HQ & Country Finance teams, MAG IT and the finance systems providers, ensuring MAG has a strong system support ecology that delivers quick and effective solutions for system queries and development needs
- Business partner with MAG IT to set value-for-money contracts with external service providers, providing long-term, sustainable digitisation solutions

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 to support MAG programmes 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 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 management and management accounting experience in a data-driven, commercial or NGO environment
- Proven experience in project management including stakeholder mapping/engagement, project planning, project risk evaluation and project roll-out
- Proven experience in managing change, including influencing multiple stakeholders to embrace change, exposure to change management tools, and planning, designing & changing management processes
- Proven experience in reviewing processes and procedures, proposing improvements and engaging with stakeholders to get buy-in from the organisation
- Substantial experience of using mid-range accounting systems (e.g. PS Financials, Sage, SUN etc.)
- Experience in dealing and working with IT teams, including two-way communication of IT needs to Finance and Finance needs to IT (ie speaking each other's language to a sufficient level of fluency)
- Proven experience in supporting the development of integrated financial forecasting systems

Essential Aptitude, Skills and Knowledge

- Establishing effective working relationships at all levels internally and externally
- Strong systemic and cross-functional approach and able to think end-to-end
- Strong analytical and evaluation skills, able to gather information from diverse sources tactfully, converting findings into detailed, actionable solutions
- A constructive and clear communication style on financial and non-financial matters, with excellent verbal and written English
- Ability to articulate complex financial information to non-finance personnel

- Ability to work at pace and with a range of competing demands whilst maintaining excellent judgement, prioritising the work to meet deadlines
- Ability to use initiative, be proactive and offer a solution-oriented approach
- Ability to apply a general business understanding when designing solutions to complex problems
- Able and willing to travel to remote and insecure locations for short periods of time and at short notice
- Basic knowledge and ability to apply coding language in a professional setting (VBA & SQL)

Essential Characteristics

- A flexible, responsive and structured 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 with the ability to work with a high degree of autonomy
- Meticulous attention to detail and an investigative nature
- Able to work calmly under pressure
- A genuine interest in, and commitment to, MAG's humanitarian mandate

Qualifications

- CCAB Qualified accountant or international equivalent professional accounting qualification, e:g ACA, CIMA, ACCA

Desirable Experience, Qualifications and Characteristics

- Project Management qualifications
- Experience of working with external systems providers
- Experience building and developing models within Adaptive Insights Planning system

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Signed employee:	**Date:**

Signed manager:	**Date:**