


MAG
saves lives builds futures

# Head of Financial Planning and Analysis

Candidate Pack

NOVEMBER 2020




# Who we are

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

MAG also delivers education programmes, particularly for children, so that people can live, work and play as safely as possible until the land is cleared.

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.



# Strategic plan

MAG is committed to a clear, bold and exciting direction over the coming 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.

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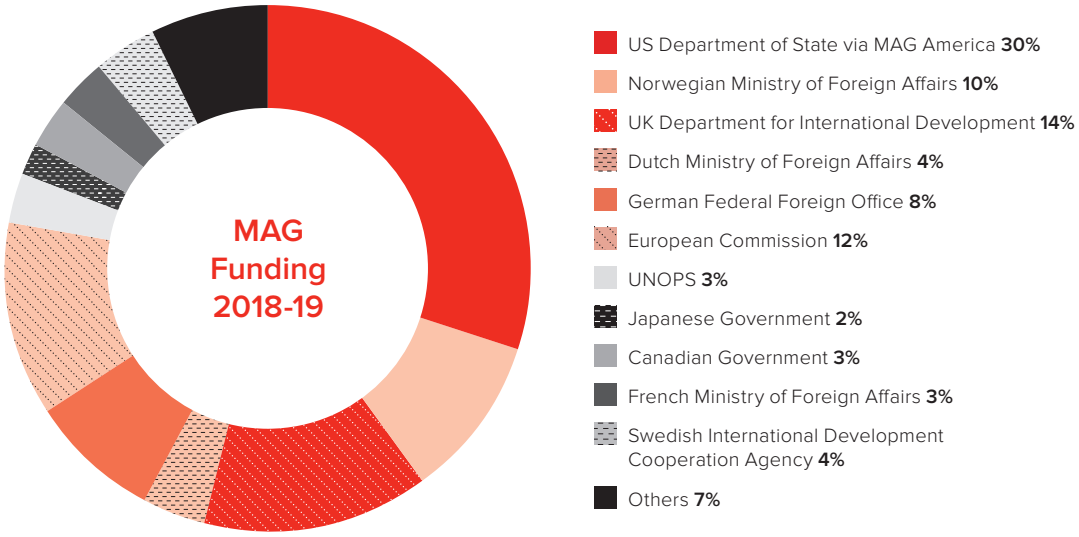
**MAG's Strategic Position**

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 2019

Our work directly benefitted over **1.1 MILLION** women, girls, boys and men allowing them to live free from fear



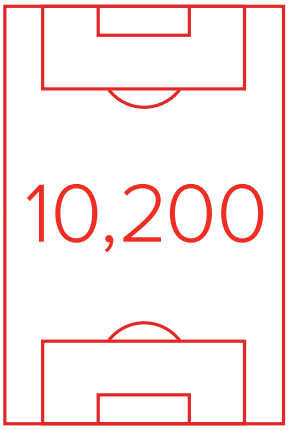


101,000

Over **101,000** landmines and unexploded bombs were removed and destroyed

Which means **73 million square metres** of land was given back to communities to rebuild their lives after conflict

That's almost the size of **10,200 football pitches**



10,200

60,000



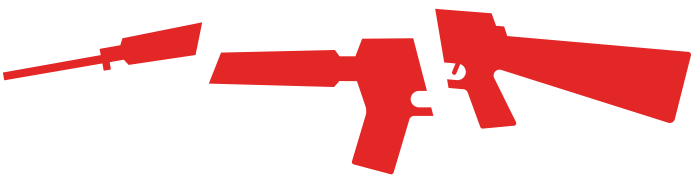
We gave **60,000** life-saving risk education lessons

This helped almost

ONE MILLION

people to stay safe until the land was cleared





94,000

More than **94,000** weapons were destroyed, helping communities to be safer



# MAG's people and culture

MAG is an exciting and professional place to work. Approximately 5,000 staff globally 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 170 international experts in the field.

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

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| Department: | **Finance** |
| Scale: | **HQ 6** |
| Line managed by: | **Finance Director** |
| Responsible for: | **FP&A, MAG America & Multi-Country Team** |
| | **Based within Region or HQ** |
| Location: | **Manchester, or other UK base** |

## 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

- Lead, develop and motivate the HQ FP&A and Multi-Country Team in the delivery of high-quality financial information, insight and analysis through the optimization of existing and development of new systems, processes, reporting.
- Lead the planning, design, consolidation and reporting of financial business planning and forecasts for MAG
- Lead financial management, internal/external reporting and provide stakeholder support to cross cutting, multi-country programmes /donors and initiatives.
- Lead MAG's finance system and business processes improvement, liaising with key stakeholders and supporting delivery of strategic aims
- Lead finance improvement projects, working with finance peers and wider stakeholder network in support of MAG's strategic aims.

## Job Description

### Team and Stakeholder Management

- Lead, direct, develop and motivate the FP&A and multi-country 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 – key member of strategic aim working group(s)
- Work closely with peers/Senior Finance Management Team to promote effective communication, coordination, collaboration and teamwork
- Work closely with the FD, 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
- Ad-Hoc business partner support
- Deputise for the Finance Director (FD) when appropriate

## Job Description (continued)

### Business Planning, Performance Analysis and Finance Improvement Projects

- Lead the planning, coordination, design and internal reporting outputs for MAGs business planning and forecasts, consolidating inputs from across Corporate and Programme Finance teams and wider key stakeholders
- Through collaboration with LT, senior finance and non-finance peers, lead the development of MAG's internal financial management reporting (performance and insight led KPIs), information systems and outputs through the optimisation of new and existing systems to reduce non-value adding effort, increase control and improve decision making delivering to multiple stakeholders (e.g. LT, Finance, Programmes, Government Partnerships)
- Lead MAG's finance system and business process improvement, liaising with key stakeholders and supporting delivery of strategic aims: including finance system upgrades/implementation, the use and evolution of MAG's financial management system (PSF), financial reporting tools, risk register and contract management system (Sycle)
- Develop reporting and systems capability to deliver timely and accurate reporting of MAGs OSC, NICRA and Recharges, underpinned by development of standardised frameworks and processes.
- Lead the systems development, implementation and integration of MAG's financial planning and contract management applications
- Lead a range of finance projects, including finance improvement projects and other ad-hoc projects, ensuring relevant project planning is in place (scope, time and resources) and that projects are aligned with and support MAG's strategic aims, objectives and approach.

### 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, Gov. Relations and Finance to ensure contracts are aligned with MAG's finance principles, policies and procedures; striving to achieve favourable contract terms to MAG, e:g: optimising of 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 liaising with the Head of Programmes Finance 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 (eg cost extension, updated forecast, etc)
  - Ensure financial reports and any other donor reports are provided in a manner to meet contractual obligations

**Lead relationship with MAGA for WRA/OFDA programme reporting**

- Lead contact for MAG America and production of consolidated programme donor reports and cashflow forecast monitoring for projects funded by WRA/OFDA, liaising with both Head of Programme Finance and Head of Corporate Finance as required.
- Ensure delivery of comprehensive monthly, quarterly and annual reports for WRA/OFDA of financial and non-financial data on MAG programmes
- Provide support to MAG America in its quarterly and year end processes, including NICRA returns
- Prepare monthly actual variance analysis, quarterly forecast and annual actual Negotiated Indirect Cost Rate Agreement (NICRA) calculations and report the rate to MAG UK and MAG America.
- Provide necessary financial information and reports to MAGAs advisor and auditors to support production of annual financial statements for WRA and OFDA.

**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 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

- 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

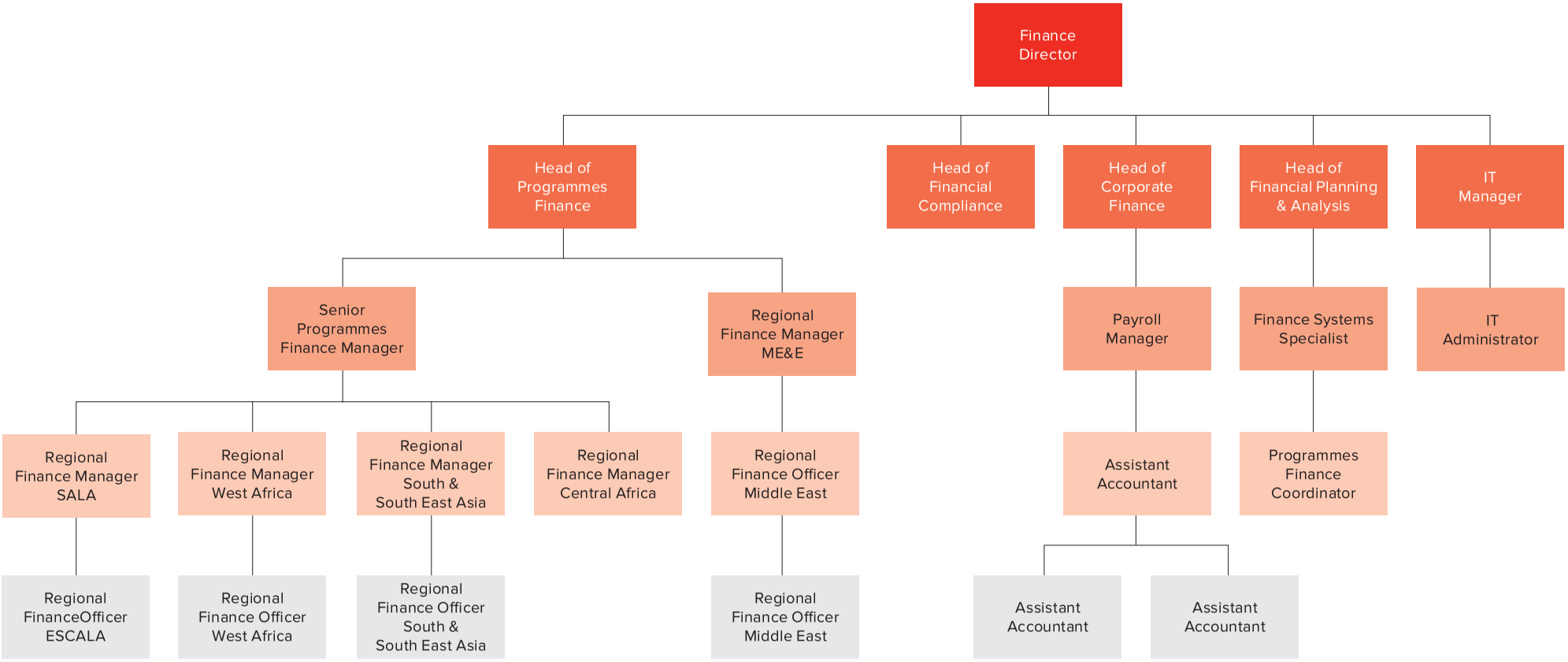
### Qualifications

- 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
- Multi-lingual

## MAG: Finance Team Structure



# Appointment Details

This is a permanent, full time role. It will require frequent periods of travel, sometimes to areas in conflict.

The starting salary for the role is £50,340 per annum plus contributory pension.

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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 15th November 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.*

**Interview Arrangements**

Most of our interviews are conducted by MS Teams due to COVID restrictions in place. 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.






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