Job Specification: Financial Compliance Manager

Department:	Finance
Scale:	HQ Scale 4
Line managed by:	Head of Financial Compliance
Responsible for line managing:	N/A
Location:	MAG HQ, Manchester UK

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:

- Manage the monitoring and assessment of the global finance function's conformance with MAG's financial compliance framework, donor and global partnership requirements
- Contribute to and support the development and implementation of financial policies, procedures and processes, striving to deliver continuous improvement and global standards across the finance function

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Job Description:

Compliance and continuous improvement

- Manage and conduct the monitoring of compliance with financial policies, procedures and processes
- Project manage and significantly contribute to the development and implementation of financial policies, procedures and processes
- Monitor completion of quarterly compliance registers and assess and summarise any matters of financial control and compliance, raising points of concern and providing recommendations for any necessary provisions or corrective actions
- Conduct country compliance visits
- Oversee the submission of monthly balance sheet reconciliations, reporting on completeness and timeliness in accordance with financial reporting timetables
- Prepare analytical reviews of balance sheet reconciliations and raise any material variations or trends for discussion with finance directorship and management
- Gather, analyse and present evidence and make recommendations for action in support of financial investigations
- Utilise finance IT systems and software to monitor, analyse and produce routine reports
- Assess finance systems to identity shortfalls in effective and efficient operation or in risk management and compliance

External audit engagements

- Liaise with auditors and manage the preparation and delivery of information required for audits of statutory financial statements, donor grants and contracts
- Lead the investigation and verification of any audit findings, and draft MAG's response to donor audit reports/ audit recommendations
- Monitor trends in audit findings and recommend changes to internal controls, processes and policies as appropriate
- Produce ad-hoc financial analyses and reports as requested by donors.

Other

- Provide ad hoc support to the Finance Director and Head of Financial Compliance when required

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, 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
- Travel to MAG America offices to attend meetings

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

- Experience of accounting, financial controls and audit in an international commercial or NGO environment
- Good knowledge of internal financial controls and procedures
- A background in reporting of financial information, including data analysis and variance investigation
- Good familiarity with ERM and financial reporting systems in the context of international organisations

Essential Aptitude, Skills and Knowledge

- Strong organisation, co-ordination and planning skills
- Strong numerical and analytical skills
- Utilising Excel at an advanced level to add value to business processes and reporting
- Good interpersonal skills
- Ability to prioritise work to meet tight deadlines

Essential Characteristics

- A methodical and thorough approach to tasks set
- Ability to produce work of a consistently high standard
- Effective at establishing strong working relationships at all levels internally and externally
- Adept at working calmly under pressure to meet deadlines
- Self-motivated, flexible and enthusiastic approach to work
- A genuine interest in, and commitment to, MAG's humanitarian mandate
- Have a high level of curiosity

Qualifications

- An accounting qualification (e.g. ACA, ACCA, CIMA, CIPFA or equivalent) is preferable.

Signed employee:	**Date:**
Signed manager:	**Date:**

February 2020