Job Specification: Interim Country Finance Manager

Department:	Programmes
Scale:	PSM 4
Line managed by:	Head of Support Services
Responsible for line managing:	Deputy Finance Manager and Finance Officer (National)
Location:	Lebanon

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:

The Interim Country Finance Manager will be responsible for providing strategic and operational financial leadership and support to the programme.

The role will lead on finance change management to ensure that programme finance processes and policies are in line with the HQ standards and the finance team has the necessary skills and training provided.

Job Description

- Review finance processes and procedures in the programme and recommend on changes, strengthening and improvements and drafting of SOPs.
- Full review of financial architecture, including cost centre structure and development of new cost centre model, matching the departmental structure, mapping from the old to the new system
- Provide training to national staff on finance systems, processes and procedures in country HQ as well as field locations as required
- Assess and review finance department structure in HQ and field location and advise
- Provide support with training and induction of new staff in the department as/when required
- Review paperwork, conduct internal audit to ensure compliance
- Assist the department and programme with drafting of support cost allocation policy and methodology
- Work with the country SMT to review budget holder responsibilities, ensuring they are fit for purpose, roles and responsibilities are understood, use MAG's financial systems to provide accurate and timely reporting to budget holders to enable them to better track and manage their own budgets, forecasts and expenditure
- Support with monthly BVA preparation and review, as well as forecasting on all grants as per MAG's systems
- Understand SMTs financial information needs and work with MAG HQ to utilise MAGs existing financial systems to ensure these reporting needs are met, building sustainable processes to ensure this is carried forward into the future
- Assess and look into ways to improve ways of working, info sharing and communications between logs/procurement and finance department. Develop a process to perform monthly asset reconciliations between logs and finance.

All International 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.
- Undertake role in developing countries and areas in conflict where standards of living may be basic.
- 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.

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.

Person Specification

Essential Experience

- At least 2 years' experience of working overseas, preferably in International Aid and development with a Humanitarian Agency
- Development of complex new business proposal budgets in competitive environments
- Financial planning, monitoring, forecasting and reporting in an overseas environment
- Experience of managing a small finance team, including the development and training of national staff

Essential Skills and Knowledge

- Effective financial management skills including financial scenario planning
- Project and Programme costing
- Financial change management (processes and people)
- Good understanding of financial risk management approaches
- Production of high quality financial reporting and analysis
- Ability to implement and monitor policies and procedures in challenging environments
- Proven ability to lead, manage, motivate and develop a team
- Interpretation and implementation of donor/client contract requirements
- Sensitivity to cultural differences and the ability to work in a wide variety of cultural contexts
- Excellent organisational skills with the ability to coordinate activities
- Good literacy, numeracy and IT skills, including data manipulation utilising Excel
- Ability and willingness to work strategically and undertake routine administrative tasks

Essential Aptitude

- Ability to demonstrate initiative, be proactive and offer a solution-oriented approach
- Determined and committed to high quality standards
- Ability to establish effective working relationships at all levels internally and externally
- Excellent communication and interpersonal skills
- Ability to prioritise work, meet deadlines and work calmly under pressure
- Self-motivated, flexible and enthusiastic approach to work
- Interest in and commitment to MAG's humanitarian mandate

Qualifications

- Professional accounting qualification, e.g. ACA, CIMA, ACCA or equivalent

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

February 2021