

## Job Specification: Financial Planning & Analysis/Systems Manager (FPASM)

Department:	Finance/FP&A
Scale:	UK 4
Line managed by:	Head of FP&A (HoFPA)
Responsible for line managing:	Financial Planning & Analysis and Systems Officer (FPASO)
Location:	MAG Manchester Office, UK

**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:

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 will support the Head of FP&A 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 managing the delivery of new initiatives/systems, engaging in all aspects of the process from design to roll-out, and engaging in a range of project management activities including stakeholder engagement, project planning, supplier relationship, testing, training, systems roll-out, support and maintenance.

This role will also support the Head of FP&A with all element of financial planning & analysis, including review and challenge of programme/department business plans, analysis of variance to business plans, maintenance of financial reporting templates and financial KPIs, and production of financial data/reports to monitor and assess organisational financial health.

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### Job Description

#### Financial Systems Development/Roll out

- Working with the Head of FP&A to develop, test, implement and roll-out new finance systems in collaboration with the HQ & Country Finance and Management teams, to ensure the implementation of appropriate global business processes and procedures
- Support the Head of FP&A to gather business requirements, ensuring they are clear, complete and reflect business needs, ready to be shared with the relevant internal and external stakeholders.
- With the support of the FPASO, prepare, perform, document and communicate 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
- Support the Head of FP&A to 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 systems with other MAG systems
- Suggest and implement improvements to MAG's systems' architecture, ensuring a better integration between financial and non-financial systems to improve MI and decision making

#### **Financial Planning & Analysis**

- Support the HoFPA with management of global financial business planning and reforecasting processes, including management and communication of deadlines, tracking progress and escalating issues
- Support the wider finance team with reviews of forecasts and business plans, challenging variances and assumptions where appropriate and provide guidance and support to resolve any issues.
- Support the HoFPA with production of reforecast and business plan reporting packs for the Regional Directors, Leadership team and Board
- Develop and manage a report creation pipeline and prioritisation mechanism, and lead on the ongoing development & maintenance of reporting templates
- Manage the production of data to support financial KPI reporting
- Develop ad hoc financial analysis as required to support organisational 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**

- 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

#### **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 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 and management accounting experience in a data-driven, commercial or NGO environment
- Proven experience in reviewing processes and procedures, proposing improvements and engaging with stakeholders to get buy-in from the organisation
- 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

Desirable Experience, Qualifications and Characteristics

- CCAB Qualified accountant or international equivalent professional accounting qualification, e:g ACA, CIMA, ACCA
- Project Management qualifications
- Experience of working with external systems providers

Signed employee:	Date:
Signed manager:	Date:

December 2024