Job Specification: Senior Programme Finance Manager

Department:	Finance
Scale:	HQ 5
Line managed by:	Head of Programme Finance
Responsible for line managing:	Regional Finance Managers/Regional Finance Officer
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:

Provide effective financial business partnering to MAG's Regional and Country Programmes teams and to MAG's Government Relations team, while developing the financial infrastructure to support the current and foreseeable scale of delivery across MAG's global programmes.

Job Description

Financial Management and Reporting

- Support the Head of Programmes Finance ("HoPF") in the financial planning, analysis and reporting of multi-regional initiatives striving to nurture a continuous improvement culture and overall increase in efficiency and value-add in the Programme Finance team.
- Oversee the month end closing process for multiple regions/portfolio of countries ensuring the production of high quality, relevant, accurate and timely management reports which focus on exceptions, risk and consider the "so what?" of results
- Management of balance sheet account reconciliations within the purview of the Programme Finance team
- Lead role in the production of multi-country donor/contract financial reports and liaise with the Programme Finance team members to deliver donor requirements on-time-in-full
- Oversee the production of grant/contract financial reports for a portfolio of countries, including contract billing and cash flow forecasting/management.
- Support the Regional Finance Managers and Officers in the production of financial information for grant/statutory audits

Business Planning

- Oversee the financial planning, analysis and reporting for a group of country portfolios, providing financial advice, support and assurance in the development and monitoring of MAG's international programme activities, fostering a culture of financial business partnering with operational teams
- Support the development and review of multi-country new business proposals, ensuring suitable methods of allocation of direct and indirect costs are used along with financial alignment with project workplans and client/donor requirements
- Manage and support the Regional Programmes Team in the compilation, challenge and monitoring of annual budgets and quarterly forecasts, including variance analysis and exception based reporting, influencing decision making and facilitating strong financial control
- Support and raise appropriate challenge with budget holders and programmes portfolios, providing a responsive and flexible service that is business focused and supports the delivery of organisational priorities

Systems, Processes, Procedures and Operating Practices

- Support the HoPF and Finance Systems Specialist in the development and implementation of new finance systems and systems upgrades
- Effectively plan, develop and implement strategic Finance projects and initiatives in support of team, programme and business objectives
- Support the HoPF in optimising MAG's financial management systems (PSF, Adaptive Insights and associated reporting tools) and MAG's contract management systems (Sycle)
- Identify and recommend improvements in operating practices, processes and procedures
- Working with stakeholders to raise awareness of the cost of holding working capital, identify opportunities to reduce investment in working capital when negotiating bids and agreeing donor terms

Stakeholder Management

- Act as a senior finance business partner to Regional and Country Programmes teams and the Government Relations team alongside other stakeholders, with the overriding objectives of improving decision making, reducing risk and supporting the achievement of business priorities
- Being the Finance interface between MAG and key donor contacts, liaising with multiple internal stakeholders to deliver on donor requirements and to ensure MAG's processes and procedures are compliant and fit-for-purpose

Team Management and Development

- Foster a culture of business partnering and continuous improvement
- Assist within recruitment into the HQ Programme Finance and Country Finance teams
- Manage and motivate HQ Programme Finance team members in assigned portfolio to perform to a high standard, conducting appraisal meetings in line with organisational policy and agreeing and reviewing progress towards individual targets on a regular basis
- Train and develop Country Finance team members in assigned portfolio of countries, recognising there is no direct-line management link between these teams and HQ Finance
- Provide short-term cover for the other Regional Finance Managers and formally deputise for the HoPF 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 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.

Person Specification

Essential Experience

- Significant financial management experience in a commercial or NGO environment
- Coordination and preparation of business planning in complex organisations
- Excellent management accounting experience, including a pro-active approach to budget monitoring, reporting etc.
- Demonstrable ability to think and plan ahead and identify areas of future concern and organisational risks
- Substantial experience of using mid-range accounting systems and reporting tools (e.g. PS Financials, Sage, SUN etc.)
- Proven experience of introducing and managing changes to finance systems, procedures, or practices
- Fostering and development of finance business partnering to international and multidisciplinary teams

Essential Aptitude, Skills and Knowledge

- Strong analytical and evaluation skills, able to gather information from diverse sources tactfully, converting findings into detailed, actionable solutions and able to communicate and engage stakeholders to implement business changes
- Advanced use of Microsoft Excel and database reporting tools to add value to business processes and reporting
- 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 a non-financial audience
- Ability to lead and model best practice in financial management
- Ability to think and act strategically and influence at senior levels to resolve complex issues
- 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
- Ability to establish effective working relationships at all levels internally and externally

Essential Characteristics

- A flexible and responsive approach to the changing needs of an organisation
- Curious and risk aware
- 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

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