Job Specification: Head of Financial Compliance

Department:	Finance
Scale:	HQ Scale 6
Line managed by:	Deputy Director of Finance
Responsible for line managing:	Financial Compliance Officer
Location:	MAG HQ, Manchester UK
Work pattern:	Part-time considered, able to travel overseas for up to two weeks at a time

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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:

- Development, implementation and monitoring of financial policies, procedures and processes, striving to deliver continuous improvement and global standards across the Finance function
- Accountable for MAG's financial compliance framework, including compliance with donor requirements and MAG's Global Partnership Framework
- Lead contact for MAG America and projects funded by US governmental organisations

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Job Description

Compliance and continuous improvement

- Development, implementation and monitoring of financial policies, procedures and processes, striving to deliver continuous improvement and global standards across the Finance function
- Critically review finance systems to identity shortfalls in effective and efficient operation or in risk management and compliance
- Project manage the implementation of new finance processes and procedures
- Develop, review and follow-up of country programme quarterly compliance registers to ensure fit-for-purpose in light of evolving risk framework, recommending any necessary provisions as well as ensuring corrective action is taken
- Undertake desktop audits of all countries each year on a 'rolling quarterly' basis. Prepare a report of the findings of the audit and discuss with HQ Programmes Finance and the country finance managers, alerting Deputy Director of Finance (DDF) and Finance Director (FD) where appropriate
- Coordinate MAG country compliance visits, ensuring all associated action points are followed up and implemented
- Working with Country Finance Managers and Programme Finance, ensure that all balance sheet reconciliations are received in accordance with the monthly reporting and year-end timetables.
- Standing member of Financial Crime Reporting Team, leading investigations into allegations of financial crime
- Analyse and report to the DDF any key trends and material variations in balance sheet reconciliations and drive resolution of outstanding issues
- Utilise IT systems (PS Financials, Adaptive Insights, SmartView) to monitor, analyse and to produce standard monthly reports

Donor audits

- Coordination of grant and contract audits in accordance with donor requirements, liaising with non-statutory auditors (including the audit of WRA/OFDA and Dutch projects) and maintaining a central audit log
- Coordination of audits of grants/contracts by MAG's statutory auditors for year end audit purposes
- Investigate and verify any audit findings, ensuring auditors have been supplied with all documents/information in order to confirm that audit findings are appropriate and craft 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 reports as requested by other funders

Reporting – WRA/OFDA and MAG America

- Lead contact for MAG America and projects funded by WRA/OFDA, including attendance of monthly calls and assistance with ad hoc queries
- Support MAG America in its quarterly and year end processes, including NICRA returns and liaising with US advisers and auditors
- Delivery of comprehensive monthly, quarterly and annual reports for WRA/OFDA of financial and non-financial data on MAG programmes
- Prepare quarterly forecast and annual actual Negotiated Indirect Cost Rate Agreement (NICRA) calculations and report the rate to MAG UK and MAG America.
- Review and approve all MAG A invoices that are paid by MAG UK
- Maintain the MAG America/MAG UK intercompany account
- Produce the annual financial statements for WRA and OFDA. Liaise with MAG UK and MAG America to ensure that the statements are consistent with the reported accounts of both entities.

Other

- Develop, review and deliver the compliance programme for MAG's Global Partnership Framework across MAG's programmes
- Lead working group for ex-pat tax compliance, collaborating with country programmes, HR and HQ Finance
- Ensure MAG has compliant, tax efficient arrangements for International Staff (PAYE, Social Security, etc), for Corporation Tax and any other relevant taxes
- Other ad hoc support to the Deputy Director of Finance and Finance Director where 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 in Washington DC 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

- Significant experience in an international commercial or NGO environment
- Demonstrable and wide-ranging improvement in financial processes and procedures
- Lead liaison role for external audits
- Reporting of financial information, including data analysis and variance investigation
- Experience of a variety of financial systems
- Influencing diverse and disparate teams with competing priorities
- Working with senior stakeholders with diverse backgrounds, disciplines and priorities

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 the highest levels
    - 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
- Strong organisational, co-ordination and planning skills
- Ability to work at pace and with a range of competing demands
- Ability to produce work to a consistently high standard
- Effective communicator, both orally and in writing, with excellent written and spoken English
- Strong numerical and analytical skills
- Utilising Excel at an advanced level to add value to business processes and reporting

Essential Characteristics

- Curious and risk aware
- 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
- Self-motivated, flexible and enthusiastic approach to work
- A genuine interest in, and commitment to, MAG's humanitarian mandate

Qualifications

CCAB or international equivalent professional accounting qualification, e.g. ACA, CIMA, ACCA

Desirable Experience and Skills

- 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, preferably in French, Arabic, Spanish or Portuguese.

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

October 2019