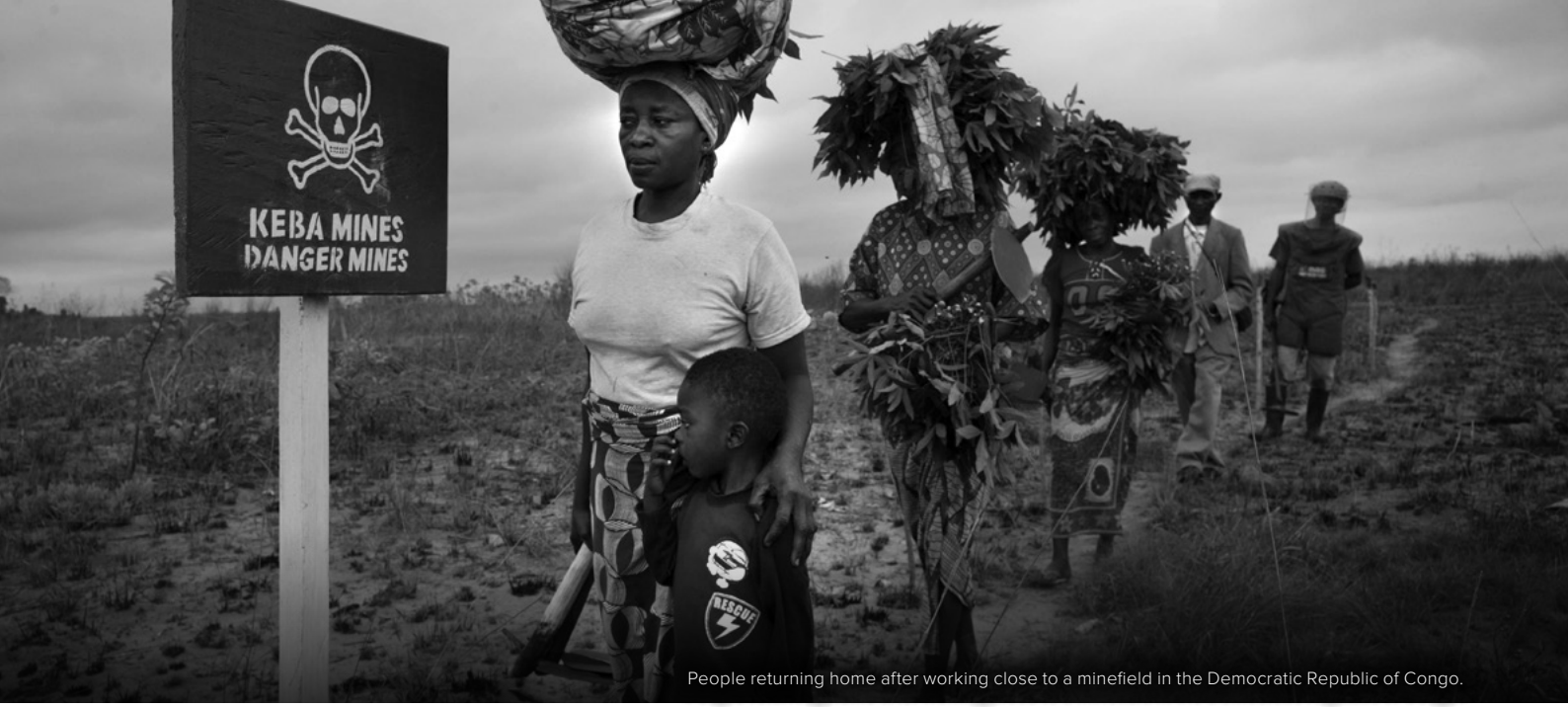


saves lives builds futures

Head of Financial Compliance

Candidate Pack

OCTOBER 2019



People returning home after working close to a minefield in the Democratic Republic of Congo.

Who we are

The Mines Advisory Group (MAG) is a global humanitarian and advocacy organisation that finds, removes and destroys landmines, cluster munitions and unexploded bombs from places affected by conflict.

MAG also provides education programmes, particularly for children, so people can live, work and play as safely as a possible until they clear the land.

Since 1989, MAG has helped over 18 million people in 68 countries rebuild their lives and livelihoods after war.

We believe it is unacceptable that millions of people are trapped in danger and poverty for years after wars end.

We aim to help communities get on with their lives, and get back their futures.

With a headquarters in central Manchester, MAG is registered in England and Wales as a charity and company limited by guarantee. MAG America is MAG's representative partner organisation in the United States, based in Washington DC. MAG America is a registered 501(c)(3) organisation, with an independent Board of Trustees.

OUR VALUES

PRINCIPLED
We adhere to the humanitarian principles of humanity, neutrality, impartiality and independence, placing people affected by armed conflict and violence at the heart of our work.

AGILE
We react quickly and efficiently to changes so that we always offer the right solutions.

DETERMINED
We are resolute in our desire to use our skills and resources to benefit those most vulnerable to armed conflict and violence.

EXPERT
We focus on areas where we have knowledge and expertise, and build on this foundation.

PROFESSIONAL
We adhere to and measure ourselves against internationally-recognised sector standards.

ENABLING
We aim to empower and support those most affected by landmines and explosive remnants of war.



Recent and ongoing conflict, especially in the Middle East, means demand for MAG's expertise is greater than ever.

Strategic plan

MAG (Mines Advisory Group) is committed to a clear, bold and exciting direction over the coming five years. During the next five years we will aim to achieve the maximum impact for the maximum number of people in the world's most marginalised, vulnerable or forgotten communities.

The world in which we work is becoming ever more complex and unequal, increasing the impact on communities affected by violence, conflict and insecurity. Their expectations and the views of those who support our work are also evolving. This creates challenges for impact-driven organisations like MAG, but they must be turned into opportunities that achieve results for people.

MAG's vision is a safe future for women, men and children affected by violence, conflict and insecurity.

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 (SALW) and ammunition.

MAG's mission is to save lives and build safer futures.

We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of SALW 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 ambition is to have the maximum positive impact on the maximum number of people by delivering the highest quality programmes and being the most influential mine action organisation.

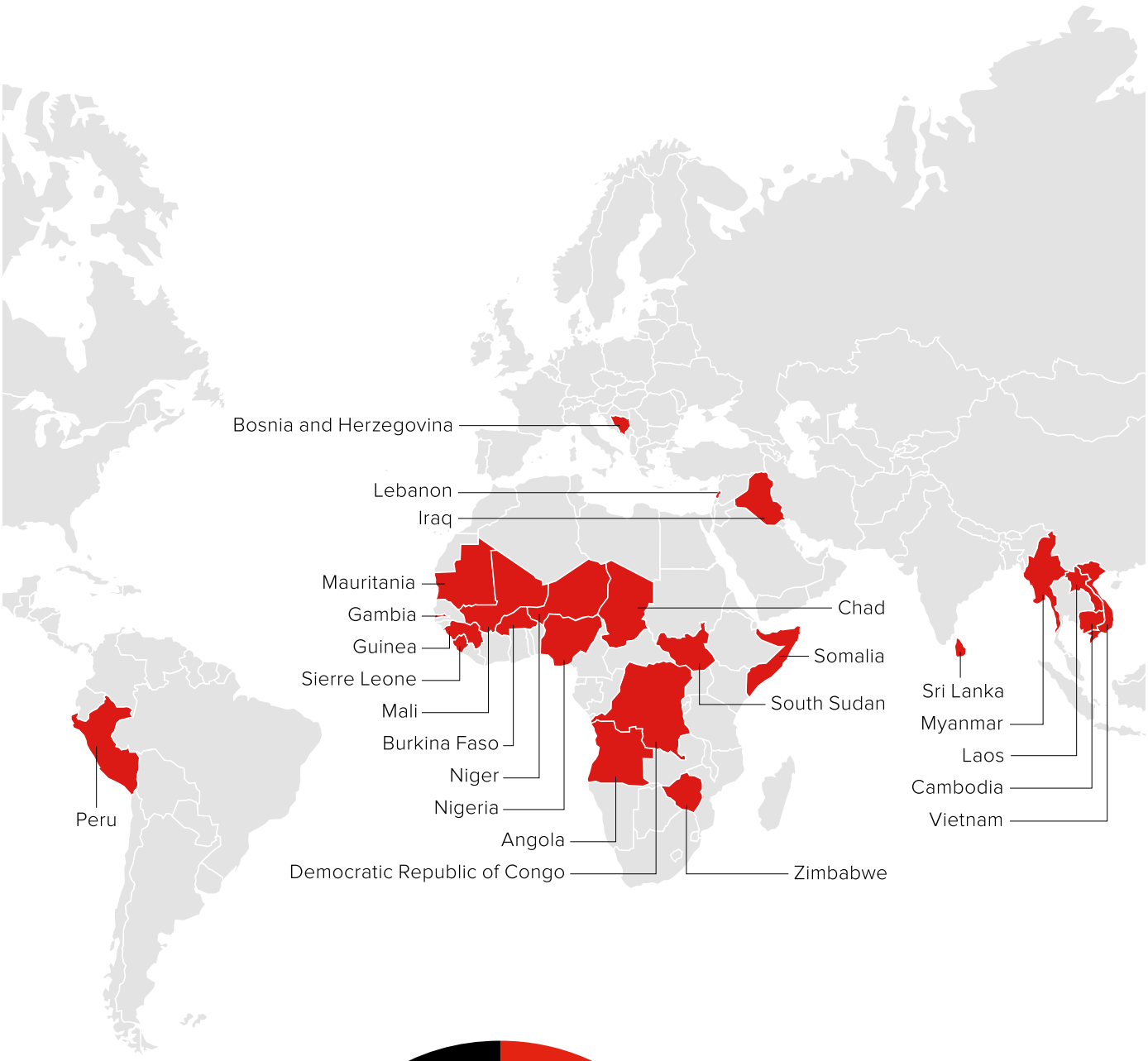
We will grow the scale of our own operations responsibly and sustainably and we will transform the impact of what we do by linking our work to that of others in related fields and influencing key decision makers. We will be able to assess and measure the impact we are having.

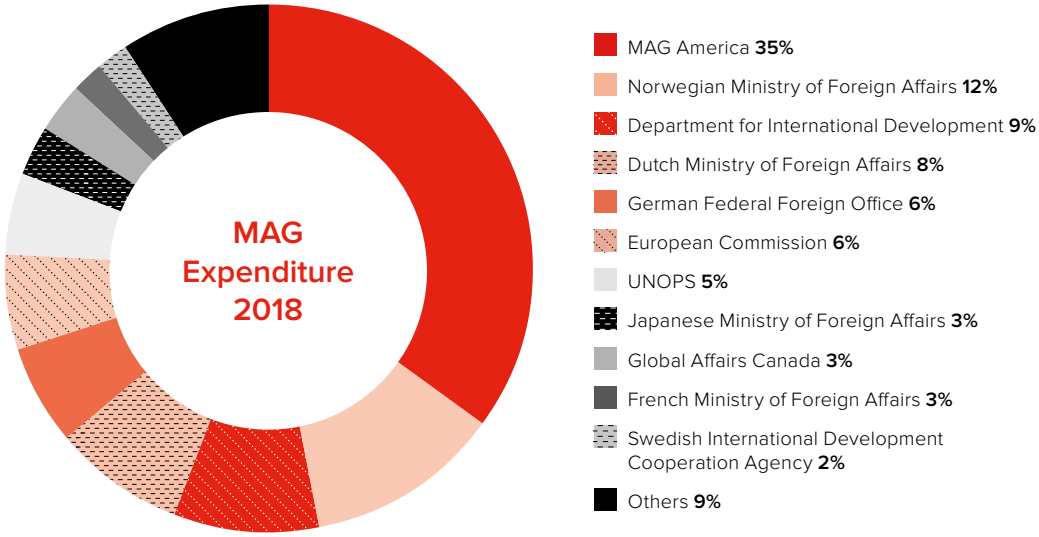
MAG's Strategic Position

We will strike a balance between achieving impact through the implementation of projects and influencing the institutions and systems within the sectors in which we operate. We aspire to be a leader in these sectors. We will strike a similar balance between working alone and working in partnership with other organisations and networks.

MAG will grow sustainably throughout the plan period. Decisions will be taken on a case-by-case basis as to when and how to expand operations or other areas of work, taking into account the need to provide adequate support and accountable management.

Where we work

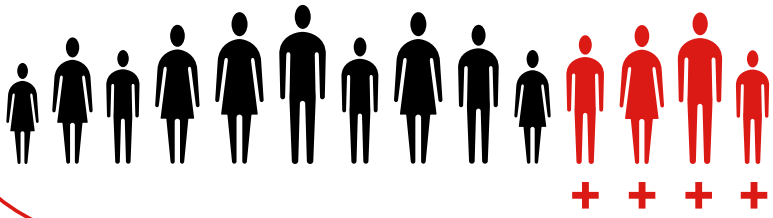




MAG saves lives builds futures

MAG in 2018

Our work directly benefited over **1.4 MILLION** women, girls, boys and men allowing them to live free from fear



This is **400,000** more people than last year



100,000

Over **100,000** landmines and unexploded bombs were removed and destroyed

Which means **55 million square metres** of land was given back to communities to rebuild their lives after conflict

That's almost the size of **8,000 football pitches!**



52,000

We gave **52,000** life-saving risk education lessons

This helped over

ONE MILLION

people to stay safe until their land was cleared



9,000

More than **9,000** weapons were destroyed, helping communities to be safer

MAG saves lives builds futures



Fatima Bahmad is the Deputy Team Leader of MAT (Mine Action Team) 2 in Lebanon.

MAG's people and culture

MAG is an exciting and professional place to work. Our 4,500 staff feel close to the work we do and can readily see they are contributing to changing people's lives.

We are a diverse organisation. In line with our commitment to capacity building, approximately 95% of all staff are locally recruited, trained, guided and managed by around 190 international experts and supported by around 65 staff in our head office in the UK.

Our workforce originates from over 60 countries. People are drawn to work for us from a diverse range of backgrounds, and we rely on this combination of skills, experience and perspectives to deliver our work to greatest effect and for the maximum benefit of those who need it.

Using our succession planning to identify, develop and retain talent, MAG is a place where people can develop their skills and further their careers.

In addition to this, MAG has robust operating procedures on Safeguarding, health, safety and security management and, with a focused effort over the last couple of years, duty of care is given high priority across the organisation and staff feel supported when they need it.

MAG's last biennial employee engagement survey had an 85% response rate and our staff said that they feel motivated and committed, recognised, respected and proud to work for MAG. We are considered to be a fair employer.

MAG is committed to equal opportunities in employment, reducing discrimination in the ways we work, valuing differences and maximising them to achieve our goals. This is formalised in a range of MAG organisation wide and cross-cutting policies, including our gender policy.

We recognise that we have grown to a scale where our organisational structures, systems and ways of working need to evolve to respond to increasing demands. At the same time we must not lose the feel of family and commitment which makes MAG what it is. This challenge is an exciting one which we are looking forward to seizing over the coming years.

Job specification Head of Financial Compliance

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

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

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

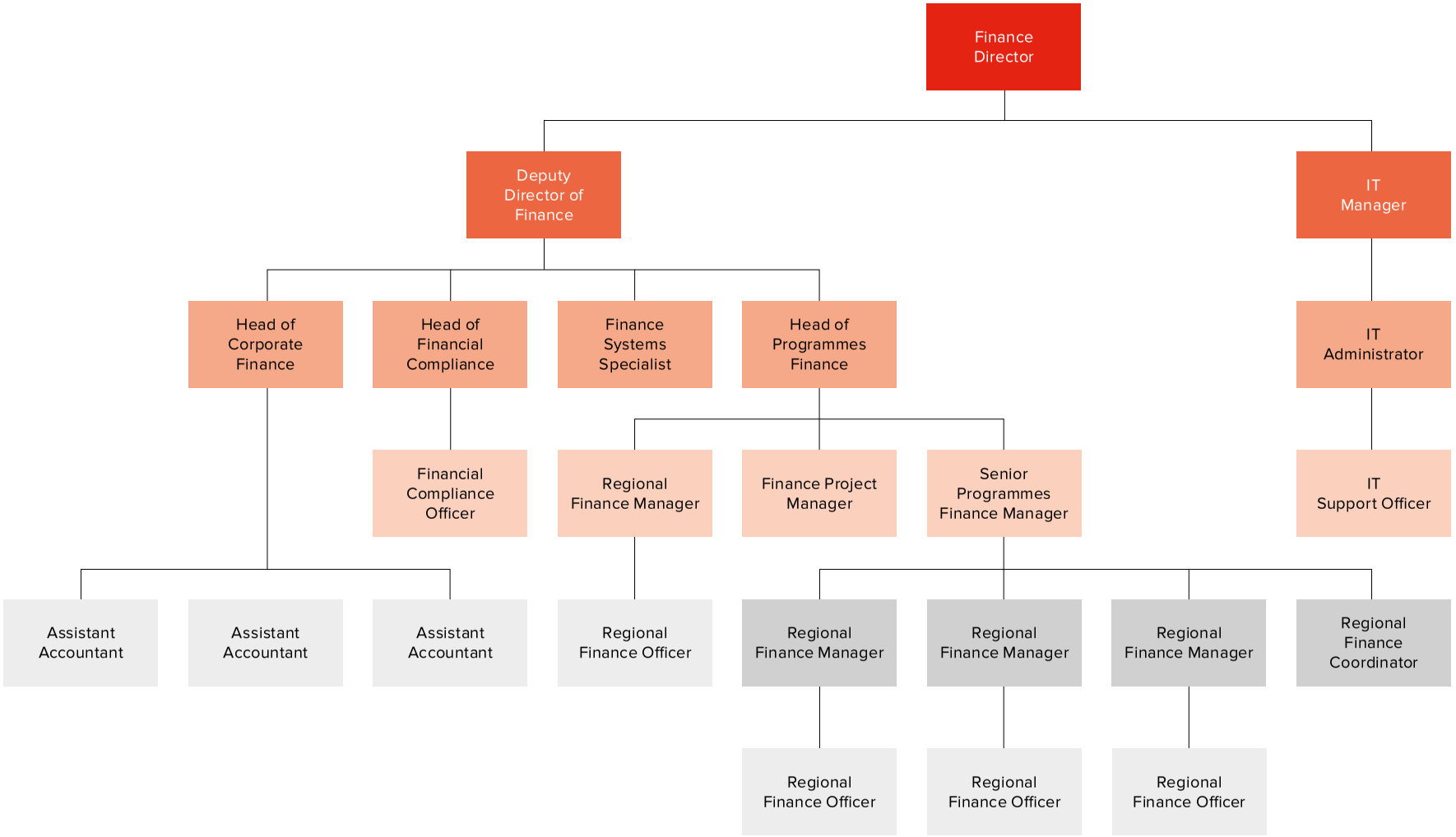
Essential Characteristics

- 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

MAG: Finance Team Structure



MAG saves lives builds futures

Appointment Details

This is a permanent role, based at MAG's head office in Manchester, UK. It will require periods of travel overseas, potentially seeing you travel for 2 weeks at a time 3 times a year, as well odd days as operations dictate.

The starting salary for this role is **£50,340 per annum**.

How to apply

Application is by submission of a CV, application support form, with a commentary if you are looking for Full Time or Part-Time work. This should be sent to **humanresources@maginternational.org** by the closing date of Sunday 10th November.

Due to the high volume of applications that we receive, we are not able to respond to every application. If you have not heard back from us within 3 weeks of applying, it means that your application has not been successful.

Applicants who are non-residents of the UK will need to provide documentary evidence of their eligibility to work in the UK.

Please note that as part of MAG's commitment to safeguarding, this post is subject to background checks before an offer of employment is confirmed.



Disarming a Valmara landmine.



saves lives builds futures