Job Specification: Regional Finance Manager

Department:	Finance
Scale:	HQ 4
Line managed by:	Head of Programmes Finance
Responsible for line managing:	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 a high quality financial business partnering service to the Programmes Team, for a portfolio of Country Programmes, including financial modelling, analysis & review, financial reporting and transactional accounting services.

Job Description

- Act as Financial Business Partner to a Regional Director, supporting the Financial Management of a Portfolio of Country Programmes
- Support the Programmes Team in the drafting and monitoring of budgets and forecasts, including variance analysis and exception based reporting.
- Support the development and review of new business proposals, scrutinising direct and indirect cost coverage, financial alignment with project workplans and client/donor requirements.
- Supervise the production of grant/contract financial reports, including contract billing and cashflow forecasting/management.
- Review Country Programme balance sheet accounts, analysing key trends and material variations.
- Lead the monthly financial close process for a Portfolio of Country Programmes
- Provide Remote and on-site Financial Management support to Country Programmes
- Support the Finance Team in the production of financial information for grant/statutory audits
- Provide input into the recruitment and selection of Country Finance Managers.
- Manage and motivate departmental staff to perform to a high standard, conducting appraisal meetings in line with organisational policy and agree and review progress towards individual targets on a regular basis.

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.

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 financial experience in a commercial or NGO environment
- Excellent management accounting experience, including a pro-active approach to budget monitoring,

reporting etc.
- Extensive experience of implementing and ensuring compliance with internal financial controls and procedures
- Demonstrable ability to think and plan ahead and identify areas of future concern and organisational risks
- Substantial experience of using mid-range accounting systems (e.g. PS Financials, Sage, SUN etc.)
- Proven experience of introducing and managing changes to finance systems, procedures, or practices
- Experience of establishing strong working relationships with colleagues from different functions and cultures

Essential Skills and Knowledge
- Strong assessment skills, able to gather information from diverse sources tactfully, converting findings into detailed, actionable solutions
- Utilising Excel at an advanced level 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

Essential Aptitude
- Ability to demonstrate initiative, be proactive and offer a solution-oriented approach
- Ability to apply a general business understanding when designing solutions to complex problems
- Ability to articulate complex financial information to non- finance personnel
- Able and willing to travel to remote and insecure locations for short periods of time and at short notice
- Determined and committed to high quality standards
- Ability to establish effective working relationships at all levels internally and externally
- Keen interest in and commitment to MAG's humanitarian mandate.

Qualifications
- Minimum part-Qualified ACA, CIMA, ACCA, or equivalent

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