

## Job Framework

<b>Job Title</b>	US & UN Donor Finance Manager	<b>Cost Centre</b>	62040
<b>Location</b>	London	<b>No. of Direct Reports</b>	2
<b>Reporting to</b>	Head of Donor Finance	<b>Budget Responsibilities (Y/N)</b>	N

### The Function

Marie Stopes International (MSI) receives substantial amount (> £160m p.a.) of funding from a variety of governmental and private donors (including DFID, UN and Gates Foundation) for its international family planning activities in 37 countries around the world. We are recruiting a talented, experienced and driven manager to lead the team to manage the donor reporting on this growing portfolio.

### The Role

The role is part of the wider Donor Finance Team with specific responsibility for all US & UN Donor Finance (for example: Gates Foundation, Global Affairs Canada & UNFPA). The remit is to be the finance lead on all US & UN donor funded projects, throughout the project life-cycle. In this role you will be responsible for:

- Providing high-quality business partnering to the Global Programmes Unit and donor teams;
- Line management and development of the US & UN team (2 direct reports) enabling them to provide excellent stakeholder support;
- Budget preparation and review for new business development;
- The financial aspect of project start-ups;
- The production of accurate and timely financial reports for internal project management & for donors;
- Compliance with donor requirements and MSI internal policies on all projects, and
- The financial aspects of project close outs including audit

### Key Responsibilities

#### For all US & UN funded projects:

##### New Business Development

- Support budget preparation for new business development for US & UN donors, working closely with the New Business Development team, Country Programme, Regional and Support Office finance teams.

##### Business Support

- Key business partner to the Global Programmes Unit and relevant donor lead
- Provide advice, leadership and training on donor reporting and compliance issues throughout MSI
- Responsible for financial and data aspects of project life-cycle support to country programmes, regional teams and the Global Programmes Unit on: project initiation, project management and project close.

##### Donor Reporting & Accounting

- Ensuring that all MSI reports (including financial and non-financial data) and invoices to US & UN donors are accurate and submitted on time
- Ensure accuracy of donor income cash flow forecasts and ensure MSI has strong processes to monitor and collect all donor grant receivables

- Ensure project finance reports (PFRs) are routinely produced to enable high quality project management
- Ensure all project deferred and accrued income balances are accurate and routinely reconciled, and all other project accounting (for example stock and asset accounting) is accurate and up-to-date.

## **Statutory and Donor Audits**

- Ensure all project donor audits for donors you manage (US & UN donors) are completed on time and are fully compliant with donor expectations
- Ensuring year end analysis of project balances is sufficient to enable restricted project activity to be included within MSI statutory accounts.

## **Staff Management**

- Provide line management support and technical expertise to your team to enable personal and technical development, including both informal and structured training in order for them to effectively carry out their duties
- Conduct regular performance reviews to enable team targets to be met

## **Other work**

- Work closely with the Head of Donor Finance and Group Financial Controller to improve the quality of MSI financial policies and procedures
- Provide support to the Head of Donor Finance and Global Financial Controller on ad-hoc projects to support overall MSI business growth
- Undertake any other reasonable duties, as requested by the Head of Donor Finance and Global Financial Controller.

## **Key Competencies**

- High levels of numeracy
- Analytical approach to information gathering and dissemination
- Attention to detail
- Effective communicator, demonstrated on both financial and narrative reporting
- Ability to motivate and manage a team to excel

## **Experience (essential/desirable)**

- Significant experience of managing restricted funds / project accounting, including exposure to donors such as: DFID, EU, USAID (essential)
- Staff management experience (desirable)
- Experience in multi-currency reporting and accounting (essential)
- Accounting systems and reporting experience (essential) to include Vision Q&A and SUN 6.0 (desirable)
- Experience with development of procedures and systems within an international environment (essential)
- Business experience in both a commercial and not for profit environment (desirable)

## **Qualifications and Training (essential/desirable)**

- Professionally Qualified Accountant (ACCA, ACA, CIMA or other)

## **Personal Attributes**

- Support and adhere to MSI vision and goals
- Pro-choice

# US & UN Donor Finance Manager



- Committed to and leading a customer service culture within the team
- Keen to work with others in the organisation, providing support where required to enable best financial practice to be followed
- Leading and supporting the team, by being supportive and flexible and showing respect for each other
- Using initiative to make the most of opportunities by finding the optimum solution
- Communicating through active listening and good questioning techniques, using appropriate body language, ensuring information is clear and concise
- Being responsive to changing priorities and demands
- Planning, prioritising and organising work to ensure work is accurate and deadlines are met
- Willingness to travel

## MSI Behaviours and Values

### Team Member Behaviours

#### Work as One MSI

- You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximise our ability to influence others
- You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort
- You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures

#### Show courage, authenticity and integrity

- You hold yourself accountable for the decisions you make and the behaviours you demonstrate
- You are courageous in challenging others and taking appropriate managed risks

#### Develop and grow

- You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective
- You manage your career development including keeping your knowledge and skills up to date

#### Deliver excellence, always

- You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role
- You build and maintain effective long-term working relationships with all stakeholders, and are a true MSI ambassador

#### Leadership (For Leaders only)

- You inspire individuals and teams, through situational leadership, providing clear direction
- You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline
- You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team
- You articulate a vision of the future which inspires and excites others

### MSI Values

- **Mission driven:** With unwavering commitment, we exist to empower women and men to have children by choice not chance
- **Client centred:** We are passionate about our clients and dedicate our efforts to delivering agreed objectives to the highest possible quality
- **Accountable:** We are accountable for our actions and take responsibility for everything we do to ensure long term sustainability and increased impact
- **Courageous:** We recruit and nurture talented, passionate and brave people who have the courage to push boundaries, make tough decisions and challenge others in