

# FP&A Manager – Planning and Reporting



## Job Framework

<b>Job Title</b>	<b>Finance, Planning &amp; Analysis (FP&amp;A) Manager</b>	<b>Cost Centre</b>	<b>62045</b>
<b>Location</b>	<b>Conway Street</b>	<b>No of Direct Reports</b>	<b>1</b>
<b>Reporting to</b>	<b>Head of FP&amp;A</b>	<b>Budget Responsibilities (Y/N)</b>	<b>N</b>

### Who we are

Marie Stopes International (MSI) is a global organisation providing personalised contraception and safe abortion services to women and girls. Our local teams of professionals are passionate about the work they do in communities across 37 countries. The services we provide give a woman the power to choose when she has children so that she's free to pursue her plans and dreams for herself and her family.

The primary responsibility of this role is to further MSI's Goal: The prevention of unwanted births and its mission of ensuring an individual's right to: children by choice, not chance.

### The Function

The FP&A Team sits within the MSI Global Finance function and consists of two sub-teams:

- Financial Planning & Analysis – Planning and Reporting, with responsibility for all management reporting, forecasting and budgeting
- Financial Planning & Analysis - Projects, with responsibility for a range of projects including roll out of global analysis tools, strategic planning and channel analysis

The team has responsibility for reporting and planning for both financial and service delivery numbers creating the opportunity to understand the operational and financial complexities of the organisation. It has been an essential part of MSI's current 5yr growth strategy, specifically in making high quality data available to a wider audience and enabling effective performance management. With the groundwork of systems and processes now firmly laid, the team will be looking to better embed FP&A across the country programmes and to deliver more analysis to the teams at the Global Support office to support the organisation to become more efficient and sustainable while still delivering MSI's mission at scale.

### The Role

This role reports to the Head of FP&A and has responsibility for leading the global annual budgeting and quarterly forecasting processes; and for delivering high quality, insightful analysis and reporting to the Country Programmes, Regional Support teams, Executive team and Board. Key stakeholders for this role include the CFO and COO, the Global Accounting team and Regional Directors and Finance Directors.

The ideal candidate will be a financial manager with the ability to communicate complex financial information in a simple way; work with stakeholders across the partnership to understand the business to deliver high quality analysis and process improvements in a considered manner. You will need to be confident line managing a finance analyst and providing coaching and feedback to help them develop their analysis skills. You will need strong excel skills, a questioning and analytical mind and attention to detail. Ability to manage competing priorities is essential.

*Please note that this role will be subject to full pre-employment background checks which may include, but are not limited to, employment references, right to work verification, credit check and criminal record check (where appropriate)*

## Key Responsibilities

### Key Responsibility 1: Reporting

- Produce monthly reporting for the Executive team and Board providing robust analysis and commentary on performance
- Attend monthly performance meetings with regional and Executive teams to review and challenge delivery and financial metrics
- Produce insightful analysis on financial and non-financial performance data to help the executive, regional and country teams to better understand their performance and drive informed actions
- Work with the systems, operational and other analysis teams to review the reporting strategy for MSI ensuring that Country Programmes and Support office staff have access to the appropriate data in a clear manner to help them understand their business
- Work closely with the Global Accounting Team to ensure that reporting is accurate, reflecting MSI finance policies

### Key Responsibility 2: Forecasting and Budgeting

- Lead the global forecasting and budgeting processes; ensuring that the process is robust and efficient. Develop a training programme for country finance teams and other key stakeholders to help them run their budgeting processes and to review and communicate the budget
- Present the forecast to CFO and COO for sign off ensuring that all risks and opportunities are understood and communicated clearly
- Lead the forecast working group which brings key stakeholders together to improve the financial planning processes for the organisation
- Develop the budgeting and forecasting tools to ensure it continues to improve and consider the complexities of the changing organisation. Drive system developments to make the process more automated and user friendly
- Provide insightful analysis on the business plan to help stakeholders, including the Executive Team and Board, to understand the 'story' of the business plan including assumptions, risks and opportunities
- Lead the production of the Business Plan report for the board, coordinating the inputs from departments across the organisation and ensuring the key information is included

### Key Responsibility 3: Line Manager and support the FP&A Analyst

- Line manage the FP&A analyst, support them to meet the ongoing needs of the business and to grow into further operational or finance roles via coaching and mentoring

### Key Responsibility 4: Additional Responsibilities

- Provide ad hoc analytical support and capacity building where necessary
- Input into development of training and resources by the Global Finance function, including participating and preparing for workshops and other materials

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- Undertake any other reasonable duties as may be requested by the Head of FP&A/CFO

## Skills and Experience (essential/ desirable)

### Qualifications:

- Professionally Qualified (ACA, ACCA, CIMA, other) – desirable.
- Educated to degree level or equivalent desirable.

### Experience:

- Experience in reporting and analysis is essential
- Financial systems and database experience is desirable
- Experience of line management is desirable
- Experience of communicating complex processes and principles to colleagues in a clear manner
- Experience of working to tight deadlines and managing conflicting priorities.

### Skills:

- Ability to build relationships across the business and to influence and negotiate
- Good numerical and analytical skills using Excel
- Effective communicator and ability to explain complex processes and principles to colleagues remotely and with people who are less confident in English language
- Excellent organisational skills and ability to juggle multiple pieces of work simultaneously.
- Strong attention to detail.
- Strong team player

## Personal Attributes

- Self-starter – looking to build on and improve existing processes.
- Responsive to changing priorities and demands.
- Energetic and enthusiastic about the Marie Stopes mission.
- Pro Choice

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## 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 appropriately 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 line with our mission.