

Regional Finance Advisor

Job Framework

Job Title	Bilingual Regional Finance Advisor	Cost Centre	62309
Location	West Africa / London	No. of Direct Reports	nil
Reporting to	Regional finance director West and Central Africa	Budget Responsibilities (Y/N)	N

The Function

Marie Stopes International (MSI) is one of the 20 largest charities in the UK, providing family planning & safe abortion services across the globe. MSI operates as a social enterprise, and revenues are divided almost equally between donor funds and revenue from clients that receive our services.

Millions of the world's poorest and most vulnerable women trust Marie Stopes International to provide them with quality sexual and reproductive health care. We have been delivering contraception, safe abortion, and mother and baby care for over thirty years and work in 42 countries around the world. By providing high quality services where they are needed the most, we prevent unnecessary deaths and make a sustainable impact on the lives of millions of people every year.

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

It is a role requirement that the job holder must fully comply with, promote and live **MSI Core Values**:

The Regional Finance Team supports Country Programmes deliver accurate and timely financial and performance reports.

The Role

Reporting to the Regional Finance Director, the post holder will be a key member of the WALA Team, with primary responsibility to support 2 country programmes deliver accurate and timely financial reporting.

Key Responsibilities

- With the RFD, Review monthly performance of country programmes (reviewing both financial and statistical data), and follow up key queries with country programmes
- Support the RFD to understand and improve the efficiency of country programme business models
- Review country programme budgeting and forecasting
- Review monthly country programme balance sheet reconciliations, and follow up discrepancies with country programmes
- Review all country programme cash requests, and work with the country programme to ensure they understand their future cash requirements
- Work with finance teams to ensure country programmes fully comply with the group accounting manual, and all data-entry and validation procedures.
- Work with country programmes and Global Accounting Team to ensure all outstanding queries are resolved (for example, monthly inter-company, deferred income and stock accounting queries)

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- Ensure all appropriate new country programme finance staff have an induction to the regional and global accounting team
- Work with country programmes to understand training needs, and work with the Global Accounting Team to ensure all training requirements are met. Deliver elements of training and inductions as directed by RFDs
- Review project budget proposals, and work with country programmes to ensure projects are correctly set-up, reported-on and closed down.
- Support country programmes to ensure all local statutory and tax reporting requirements are met.
- Provide other high quality support to country programmes as directed by the Regional Finance Director and International Operations Team, including occasionally providing short-term cover to help fill vacant roles in country programme finance teams

Experience (essential/desirable)

- Financial & management reporting experience (essential)
- Finance systems experience, preferably including SUNsystems, InforQ&A and InforBI (desirable)
- Experienced in multi currency reporting and accounting (desirable)
- Experience of group reporting in an international donor funded organisation (desirable)
- Experience in use of Microsoft Office Packages (essential)

Qualifications and Training (essential/desirable)

- Qualified Accountant (ACA, ACCA, CIMA, other relevant qualification) (essential)
- University degree (essential)

Personal Attributes

- High level of numeracy
- Analytical approach
- Attention to detail
- Proactive at solving problems
- Willingness to travel extensively (at times to fragile and conflict settings, at short notice)
- Good communicator with colleagues with a finance and non-finance background; and with a high standard of written English and French
- Good at prioritising to meet deadlines

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 line with our mission.

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