

Finance Director – Ethiopia



Job Framework

Job Title	Finance Director – Ethiopia	Cost Centre	
Location	Ethiopia	No. of Direct Reports	
Reporting to	Country Director	Budget (Y/N)	Responsibilities

The Function

At Marie Stopes International we are unapologetically pro-choice. We believe that every woman has the right to make choices about her own body and her own future. As one of the world's leading providers of contraception and safe abortion care, we give women the means to do so. Our team members, working across 37 countries, provide high quality, safe services to women, when and where they need them. Because when a woman can determine her own future, she can contribute to creating a better, more sustainable future for everyone.

The Role

Under administrative direction of the Country Director, the Director of Finance is a key member of the management team and implements financial policies, strategies, and plans; leads the finance team and directs the financial activities of the organization. Builds motivated and productive work team capable to implement strategic plan of the organization; develops proper monitoring and follow-up systems to ensure financial sustainability; provides advice and support to managers and functional department on Financial Management. Plans, organizes, directs and leads all the financial activities and evaluates the performance of the finance team.

Key Responsibilities

Senior Management Team Contribution

- With support from Country Director, contribute to planning and leading a regular MSIE Strategic Review and Planning process;
- Contribute to the development of short- and long-range organisational objectives as well as assessing progress towards objectives and programmatic effectiveness;
- Ensure that all policies, systems and standard operating procedures are followed in the process of program planning, procurement and implementation;
- Develop realistic plans with all department to minimise risk and maximise effective response;
- Advises the SMT on innovative financing options to pay for health services (e.g. insurance, vouchers, service agreements with companies) that lead to new business opportunities for MSIE;

Delivering Sustainable Business Growth

- Develops and review business cases for future opportunities with clear ROI and business impacts;
- Identifies opportunities for expanding MSIE's operations into new services to enhance the financial sustainability of the organisation;
- Provides financial assessments of potential investments in new facilities, services or renovation of facilities.
- Contributes to periodical reviews of MSIE's fee schedules;
- Defines financial indicators that allow to systematically track cost efficiency of different areas of operation;
- Establishes efficiency indicators on a monthly or quarterly basis.

Financial Management

- Ensures effective financial management and accounting systems, in line with MSI Global partnership and national and international standards, are established, used and maintained;
- Ensures that all financial transactions of MSIE are in line with the organization's policies and procedures;
- Ensures MSI Ethiopia adheres to all local statutory obligations;

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- Monitors cash flow and expenditure against budget; advises the CD on possible corrective action.
- Ensures policies, standards and guidelines provided are properly implemented;
- Ensures all audit recommendations are implemented;
- Develops new donor budgets to support proposals with accurate costing;
- Monitors grant funds; ensures expenditures are in accordance with the approved grant document.

Financial System Development and Plan

- Identifies internal control weaknesses and develops policies, systems, and procedures to address such weakness;
- Ensures all finance staff and other managers understands the organization's financial policies, procedures, systems, and application software;
- Provides appropriate technical support and participates in target setting and in the financial planning process;

Financial Reporting

- Reviews and sends accurate and timely monthly, quarterly and year-end financial and statistical reports to MSI;
- Ensures that grant reports are prepared and sent to donors via MSI in accordance with the grant document;
- Ensures that program budget utilization, cash handling, recording, reporting and maintenance of documentation comply with MSI/MSIE's standing guidelines.

Team Management and Development

- Ensure team working and knowledge sharing are facilitated.
- Ensures all team members in the department are developed, motivated and engaged so as to continuously improve work performances.
- Ensure proper KPIs are developed commensurate with the department's annual objectives and timely performance appraisal are conducted for the team members working in the department.
- Coach and mentor team members who are directly reporting.

Experience

- Leadership of teams – including building capacity amongst direct reports
- Working within a finance function within a commercial or social business
- Working in developing markets, particularly in Ethiopia
- Proven financial management experience at senior level;
- Experience of International NGO or Private Sector Business;
- Working with donors and supporting bidding for donor grants
- Knowledge of various donors financial Policy and procedures;
- Working with colleagues in geographically separate locations
- Eight / Ten year's directly relevant experience;

Skills

- Ability to produce financial statements on time;
- Advanced Computer Skill;
- Proven skill in handling profitable commercial ventures (preferably health care services)
- Knowledge of various business management policies and regulations
- Excellent command of written and spoken English is essential;
- Excellent computer skills, including Word, Excel, PowerPoint and Outlook;
- High level of interpersonal communication & negotiation skills;
- Strong work ethic and ability to meet deadlines;
- Strong working knowledge of business practices;

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- Advanced analytical and organizational skills;
- Proven strategic planning skills;
- Inspirational and persuasive;
- Collaborative approach to team working;

Qualifications and Training

- MA or MBA in Financial Management or BA degree in Accounting plus ACCA Certificate

Personal Attributes

- Pro-choice on abortion
- Interest in public health, particularly sexual and reproductive health
- Strong commitment to the mission and vision of Marie Stopes International
- Flexibility to operate in a changing environment
- MSI Behaviours and Values

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.