

Job Specification: Director of Finance

Department:	Leadership Team/Finance
Scale:	UK 8
Line managed by:	Chief Executive Officer
Responsible for line managing:	3 - Head of Programmes Finance, Head of Financial Compliance, Head of Corporate Finance
Location:	MAG UK

MAG’s Vision is a world in which everyone can live free from the enduring and devastating consequences of armed violence, conflict and their legacy. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and the impact of small arms and light weapons and ammunition.

MAG’s Mission is to save lives, ease suffering and enable sustainable development by limiting the causes and addressing the consequences of armed violence and conflict so people can live with dignity and choice, free from fear. We will use our core skills and distinctive competence to save lives through the removal of mines and ERW, and reduce the impact of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us ‘it’s all about people’.

MAG’s Values: Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

- DETERMINED** - we work with purpose.
- EXPERT** - through excellence and expertise we build trust.
- INTEGRITY** - we strive to do the right thing.
- COMPASSION** - people come first in everything we do.
- INCLUSIVE** - we are inclusive, and we value diversity.

Job Purpose

- As a member of MAG’s Leadership Team to provide strategic leadership and oversight to the organisation to ensure a strong, sustainable future for MAG.
- Provide leadership and oversight of the financial affairs of MAG ensuring that all financial activities are carried out in compliance with internal, statutory, regulatory, and contractual requirements.

Job Description

Responsibility as a member of MAG’s Leadership Team

As a member of the organisational Leadership Team the Director of Finance is responsible for contributing to the following team roles and responsibilities:

- Owning and leading the delivery of MAG’s strategy, and its continuing development and measurement
- Leading, by example and clear management, MAG’s values, living out a commitment to a positive and collaborative culture
- Managing and enabling the delivery of MAG’s programme including the delivery of new work.

- Scanning the horizon for opportunities and risks which will inform MAG's growth and sustainability in the future, initiating early and effective strategic responses
- Investing in external relationships with existing and potential stakeholders.
- Ensure that MAG builds culture and practice to safeguard the health, wellbeing and human rights of all staff, partners and beneficiaries and provides a safe and trusted environment for anyone who comes into contact with our work.
- Ensuring and upholding obligations under all legal, statutory, and contractual undertakings, which include health, safety and security management.
- Deputising for the Chief Executive as required.

Financial Leadership

- Develop, lead and direct MAG's global financial strategy ensuring corporate and financial risk is managed through implementation of policy, good practice and appropriate financial controls.
- Lead the development of efficient business models for MAG's operations, including commercial trading companies, special purpose vehicles or other not for profit entities, if required.
- Provide critical oversight of MAG's financial performance and position, in relation to choices and priorities affecting current and future opportunities and requirements.
- Lead and direct MAG's financial management across all business areas, including the development, delivery, and support functions, and ensure the maintenance of appropriate personnel, structures and ways of working to assure effective financial management.
- Provide strategic leadership on MAG's commercial and not for profit contracting methods and approaches, including the development and management of effective pricing strategies to deliver the requisite levels of contribution to overheads, and to protect and build reserves, and oversight of the development of major commercial and governmental new business proposals.
- Provide strategic financial advice and support to MAG US on matters of compliance and contract performance as it directly or indirectly affects MAG's interests.
- Engage the Board, its Treasurer and its Audit and Finance Committee on matters of risk, specific challenges and issues, trend analysis and developments regarding the management and stewardship of MAG's financial and other resources.

Planning, Monitoring and Audit

- Work with the Director of Programmes to develop and implement strong processes for business planning and budgeting in line with MAG's strategy.
- Ensure MAG has clear and robust processes in place for reporting on financial performance, and that this information is used as part of an effective business partnership to inform effective decision making at project and programme level.
- Oversight of MAG's compliance framework for financial management and clear systems for reporting and following up failures of control or compliance.
- Support the Director of Governance and Business Transformation in the development of an appropriate Internal Audit function.

Statutory, Regulatory and Contractual Compliance

- Ensure all activities are carried out in line with all relevant statutory, regulatory, and contractual requirements in all countries where MAG operates.
- Oversee MAG's corporate relationship with financial institutions (banks, credit brokers, deposit takers, foreign exchange bureaus and money transfer agents). Oversee MAG's global bank mandate arrangements (the appointment of overseas banks, mandate control and deposit limits).
- Ensure MAG operates compliant, tax efficient schemes for the payment of employee, transaction, corporate and other taxes in all locations.
- Ensure MAG's compliance with international/national legislation regarding bribery and corruption, money laundering, proscribed organisations and other anti-terror measures.
- Oversee the production and external audit of statutory financial statements for UK and overseas entities (in accordance with local Accounting standards) including onsite visits as appropriate.

- Provide corporate oversight of the financial affairs of MAG, identifying and contracting appropriate financial advisors as appropriate, and providing senior level, external financial representation.

Financial Systems and Reporting

- Oversee the development, design, consolidation and reporting of financial business planning and forecasts for MAG
- Ensure delivery of high-quality financial information, insight and analysis across MAG through the optimization of existing and development of new systems, processes, reporting.
- Oversee development of MAG's finance system and improvement of business processes to drive efficiencies, liaising with key stakeholders and supporting delivery of strategic aims

Team Management

- Provide leadership, direction, management support and development to line reports and take responsibility for a robust and healthy management culture in the reporting line consistent with MAG Values.
- Manage and motivate the team 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.
- Ensure that all line reports and their teams comply with appropriate internal and external standards, policies, and guidelines.
- Develop and implement the departmental annual business plan ensuring that objectives are achieved and reporting quarterly on progress.

All 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
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

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.

Person Specification

Essential Experience

- Outstanding leadership skills with the ability to take a considered and clear view on the strategic issues and areas of risk.
- Provision of high quality strategic financial leadership.
- Operated at senior level in a tightly regulated environment and ensured compliance within this.
- Leading and managing a multi-functional team including the management of senior managers
- Treasury management and risk management
- Multi-project/contract funding environments within an international context
- Financial statement preparation and audit process management
- Senior external representation
- Achieving successful change as part of a high performing management team
- Successful management of complex strategic projects with multiple stakeholders
- Working with multiple currencies, in particular the risk management and oversight of foreign exchange rate fluctuations.

Essential Skills and Knowledge

- Ability to lead, manage, motivate, and develop teams
- Excellent communication, influencing, negotiating and facilitation skills, both written and verbal, with a high level of tact and diplomacy
- Excellent interpersonal skills, with the ability to build effective and positive relationships, both internally and externally.
- Ability to analyse complex situations and make appropriate strategic decisions in a fast paced environment
- A thorough understanding of international tax arrangements

Essential Aptitude

- A robust natural leader who is inspiring, empowering and has the vision to lead change
- Ability to work diplomatically and sensitively in political environments
- Demonstrable commitment to the MAG vision
- High levels of integrity and openness with commitment to good governance
- Strong resilience, keeping a level head, and taking a pragmatic view when faced with challenging events.
- High level of motivation and commitment to MAG's values
- Willingness to travel worldwide at short notice and sometimes in difficult circumstances for up to 8 weeks per year.

Qualifications

- Fully qualified accountant (ACA, ACCA, CIMA, CIPFA or equivalent).

Desirable

- Experience of working with an NGO, preferably working in an international context.
- Experience and understanding of multilateral and bi-lateral government contracting including compliance, reporting and audit requirements
- Experience of overseeing the development of organisational information management systems

May 2025

Signed employee:	Date:
Signed manager:	Date: