Job Specification: Country Finance Manager

Department:	Programmes
Scale:	PSM 5
Line managed by:	Head of Support Services
Responsible for line managing:	Locally recruited finance staff
Location:	Overseas

MAG's Vision is a safe future for women, men and children affected by violence, conflict and insecurity. 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 and build safer futures. 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:

The Country Finance Manager will be part of the senior management team (SMT) and be responsible for providing strategic and operational financial leadership and support to the programme.

Job Description

- Support the SMT in the formulation, implementation and monitoring of annual business and project plans, budgets and forecasts using MAGs forecasting system.
- Identify and report on financial trends in the programmes, working collaboratively with the SMTs to produce options/scenarios/corrective action plans that ensure ongoing financial stability.
- Support the SMT in the monthly monitoring and analysis of projects by producing budget v actual v forecast reports and holding monthly collaborative meetings with budget holders and SMT.
- In collaboration with the SMT, produce high quality cost models for new business proposals, utilising MAGs standard budget development tools, ensuring that cost inputs align with activity plans.
- Ensure that direct and indirect costs are allocated appropriately to projects and are in accordance with the MAG cost allocation policy and the funding grid, identifying and reporting on any shortfalls in both short- and medium-term cost coverage.
- Work collaboratively with the SMT in ensuring that financial staffing capacity is in line with both the scale and complexity of the programme.
- Work with the SMT in the management of financial risk in the programme by supporting the use and development of systems and tools to assist with internal controls, compliance and programme information

and ensuring the contextual implementation of MAGs Financial Framework (Financial Policies, Minimum Standards, SOPs etc.).

- Provide financial management oversight, support, and training to all programme locations, developing the capacity of locally recruited staff, ensuing financial consistency and quality across the programme. Provide financial training to budget holders on financial planning, budgeting, and budget monitoring.
- Oversee all Financial Accounting matters, including maintenance of the general ledger, balance sheet, receipts, payments, banking, and payroll requirements.
- Utilise MAGs web-based accounting (PS Financials), financial reporting and contract management systems to drive the production of efficient and effective financial data, including the production of project reports and periodical financial reporting packs.
- Manage the short-term cash flow requirements of the programme, liaising with MAG HQ to facilitate cash transfers. Manage the effects of exchange rate fluctuations between local and contract currencies.
- Oversee the financial management of partner delivery contracts, ensuring the partner complies with MAGs contractual obligations.
- Provide support to all audits in co-ordination with the SMT & HQ.
- Support the SMTs in ensuring compliance with all statutory legislation (e.g. tax, registration, labour law) and reporting requirements, including review of regulatory requirements in new operational territories.
- Provide financial management information to HQ, when required, to assist with monthly, quarterly, and annual monitoring, analysis, and reporting.

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.
- Undertake and apply learning from appropriate training and development programmes.
- Undertake role in developing countries and areas in conflict where standards of living may be basic.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that encounters 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.

Some Job Descriptions may be supplemented by specific Terms of Reference.

Person Specification

Essential Experience & Qualifications

- At least 2-3 years' experience of working in finance managerial positions overseas, preferably in International Aid and development with a Humanitarian Agency
- Development of complex new business proposal budgets in competitive environments
- Financial planning, monitoring, forecasting and reporting in an overseas environment
- Experience of managing a small finance team, including the development and training of locally recruited staff
- Professional accounting qualification, e.g. ACA, CIMA, ACCA or equivalent

Essential Skills and Knowledge

- Effective financial management skills including financial scenario planning

- Project and Programme costing
- Good understanding of financial risk management approaches
- Production of high-quality financial reporting and analysis
- Ability to implement and monitor policies and procedures in challenging environments
- Proven ability to lead, manage, motivate and develop a team
- Interpretation and implementation of donor/client contract requirements
- Sensitivity to cultural differences and the ability to work in a wide variety of cultural contexts
- Excellent organisational skills with the ability to coordinate activities
- Good literacy, numeracy and IT skills, including data manipulation utilising Excel
- Ability and willingness to work strategically and undertake routine administrative tasks

Essential Aptitude

- Ability to demonstrate initiative, be proactive and offer a solution-oriented approach
- Determined and committed to high quality standards
- Ability to establish effective working relationships at all levels internally and externally
- Excellent communication and interpersonal skills
- Ability to prioritise work, meet deadlines and work calmly under pressure
- Self-motivated, flexible and enthusiastic approach to work
- Interest in and commitment to MAG's humanitarian mandate

Signed employee:	**Date:**
Signed manager:	**Date:**