

## Job Specification: Financial Planning & Analysis and Systems Manager (FPASM)

**Department:** Corporate Finance  
**Scale:** HQ 4 - 0.8 FTE  
**Line managed by:** Head of Corporate Finance (HoCF)  
**Responsible for line managing:** N/A  
**Location:** HQ

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**MAG's Vision:** A safe and secure future for men, women and children affected by armed violence and conflict.

**MAG's Mission:** MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

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### Job Purpose:

Across its global programmes, MAG requires strong financial controls, high quality and reliable information that facilitates decision-making, increases efficiency, and allows for improved ways of working, supporting the organisation growth in scale and complexity.

This role will support the Head of Corporate Finance to ensure Finance has solid/fit for purpose global finance systems that strengthen business partnering, minimise manual input and the risk for errors, optimising overall output in the recording, analysis and reporting of financial data.

This role will support the Head of Corporate Finance and Head of Programme Finance with all elements of financial planning & analysis, including review and challenge of department business plans, analysis of variance to business plans, maintenance of financial reporting templates and financial KPIs, and production of financial data/reports to monitor and assess organisational financial health.

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### Job Description

#### Financial Systems Maintenance

- Support the HoCF to further develop MAG's current financial management system (PS Financials) and reporting tools, being the go-to-person for any systems/reporting issues, liaising with MAG IT and external providers to prioritise and handle issues so they are effectively resolved in good time, minimising disruptions to Finance and other business stakeholders.
- Suggest and implement improvements to MAG's systems' architecture, ensuring a better integration between financial and non-financial systems to improve MI and decision making
- Overall responsibility for the maintenance of the finance master data, (e.g.: hierarchies, project coding, cost centres, chart of accounts), playing a key role in developing policies and procedures to accommodate changes whilst safeguarding data integrity throughout the master data life cycle
- Oversee the daily integration process between MAG's financial systems ensuring that balances reconcile and issues are resolved in a timely manner
- Manage version control within MAG's forecasting system ensuring months are rolled over when month end is complete, and historic versions are archived/removed as necessary
- Ensure monthly FX rates are updated in MAG's systems with published exchange rates on a monthly basis
- Manage project creation within MAG's finance systems on behalf of the wider finance team

#### Financial Planning & Analysis

- Support the HoCF and HoPF with management of global financial business planning and reforecasting processes, including management and communication of deadlines, tracking progress and escalating issues
- Support the wider finance team with reviews of forecasts and business plans, challenging variances and assumptions where appropriate and provide guidance and support to resolve any issues.
- Support the HoCF and HoPF with production of reforecast and business plan reporting packs for the Regional Directors, Leadership team and Board

- Manage the production of data to support financial KPI reporting
- Develop ad hoc financial analysis and reporting as required to support organisational decision making

### **HQ Budget holder reporting**

- Prepare and review the monthly HQ management accounts and lead performance reviews with budget holders.
- Support the Head of Corporate Finance in the production of the monthly global management accounts.
- Lead in the preparation of the HQ Annual Business Plan including meeting with budget holders on a quarterly basis.

### **Stakeholder Management**

- The go-to-person for any Finance system-related questions, contributing towards MAG's digitalisation and business process agenda
- Link between the HQ & Country Finance teams, MAG IT and the finance systems providers, ensuring MAG has strong system support that delivers quick and effective solutions for system queries and development needs

### **All HQ 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.
- Travel overseas to support MAG programmes as and when required.
- 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 summarise 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.

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## **Person Specification**

### **Essential Experience**

- Financial management and management accounting experience in a data-driven, commercial or NGO environment
- Proven experience in reviewing processes and procedures, proposing improvements and engaging with stakeholders to get buy-in from the organisation
- Experience of using mid-range accounting systems (e.g. PS Financials, Sage, SUN etc.)
- Experience in dealing and working with IT teams, including two-way communication of IT needs to Finance and Finance needs to IT (ie speaking each other's language to a sufficient level of fluency)
- Proven experience in supporting the development of integrated financial forecasting systems

### **Essential Aptitude, Skills and Knowledge**

- Establishing effective working relationships at all levels internally and externally
- Strong systemic and cross-functional approach and able to think end-to-end
- Strong analytical and evaluation skills, able to gather information from diverse sources tactfully, converting findings into detailed, actionable solutions
- A constructive and clear communication style on financial and non-financial matters, with excellent verbal and written English
- Ability to articulate complex financial information to non-finance personnel

- Ability to work at pace and with a range of competing demands whilst maintaining excellent judgement, prioritising the work to meet deadlines
- Ability to use initiative, be proactive and offer a solution-oriented approach
- Ability to apply a general business understanding when designing solutions to complex problems
- Able and willing to travel to remote and insecure locations for short periods of time and at short notice

#### Essential Characteristics

- A flexible, responsive and structured approach to the changing needs of an organisation
- Always looking for ways to improve things and develop self
- Self-motivated, flexible and enthusiastic approach to work with the ability to work with a high degree of autonomy
- Meticulous attention to detail and an investigative nature
- Able to work calmly under pressure
- A genuine interest in, and commitment to, MAG's humanitarian mandate

#### Desirable Experience, Qualifications and Characteristics

- CCAB Qualified accountant or international equivalent professional accounting qualification, e.g. ACA, CIMA, ACCA
- Experience of working with external systems providers
- Basic knowledge and ability to apply coding language in a professional setting (VBA & SQL)

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| <b>Signed employee:</b> | <b>Date:</b> |
| <b>Signed manager:</b>  | <b>Date:</b> |