Job Specification: Finance and Support Services Manager

Department:	Programmes
Scale:	PSM Level 5
Line managed by:	Regional Programmes Manager (RPM)
Responsible for line managing:	**Finance Officers, Admin & HR Assistants, Logistics Coordinators**
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'.

Job Purpose:

The Finance and Support Services Manager (FSSM) provides leadership and oversight to Support Services functions and systems within a multi-countries programme, including Logistics, Procurement, Stores, Fleet, IT, and Finance ensuring system design, implementation and continuous improvement in line with MAG policies, good practice and donor guidelines. The FSSM will also provide support and advice to the programme staff in collaboration with the Regional Programmes Manager (RPM).

Reporting to the RPM, acting as Senior Manager in Country (SMiC) in their absence and deputising for them when required, the FSSM will act as a key member of the programme Senior Management Team (SMT) and is expected to contribute to the strategic development of the programme.

Job Description

As a Member of the Programme Senior Management Team

- With the RPM, guide and coach local staff to ensure that Logistics, Procurement, Stores, Fleet, Finance HR and Admin policies are appropriate for the organisation and applicable to the programme.
- Along with other programme Senior Management staff, actively manage the country's risk profile by ensuring that policies and procedures are in place, participating in the management of the country Risk Register and addressing internal audit and compliance issues.
- Build effective relationships and develop networks with all stakeholders including local and regional authorities, donors, partners and HMA operators.
- Deputise for the RPM as and when required.
- As a member of the SMT ensure active participation in the annual Business Planning process.
- Work with the SMT to ensure that MAG meets all in-country legal requirements, including organisational and expatriate registration, accreditation, taxation exemption and importation requirements.
- Ensure that in-country coordination between support services and operations is effective and allows for the efficient delivery of operational activities
- Provide effective representation for MAG to national and local authorities, partners and other relevant stakeholders to ensure that MAG's mission, values and specific project objectives are clearly understood and supported

- Support the RPM to ensure compliance with contractual requirements, statutory legislation, best practice and MAG policies to limit liabilities and maximise programme efficiency, including responsibility for oversight of compliance registers for multi-countries.

Support Services

- Manage the relevant staff to ensure that support services including logistics, procurement, stores, IT, HR, programme administration and health and safety are as efficient as possible and effectively support programme operations
- Ensure that all support service systems are maintained and developed where necessary. Coordinate the regular reviews of all relevant manuals and manage their rollout.
- Ensure that the IT planning reflects programme priorities, providing support and oversight for IT related issues including adherence to all organizational IT policies.
- Contribute to the development of strategic and country business plans, with specific reference to logistics, procurement, stores, finance, administration and HR
- Work with the programme SMT to ensure that MAG meets all in-country legal requirements, including registration, accreditation, taxation exemption and importation requirements

Logistics and Procurement

- Deliver all logistical operations at the various field and support sites: including procurement, supply chain, asset management, stores, fixed asset register, air transport and fleet management.
- Improving cost-effectiveness by saving time or money through use of framework contracts, improved coordination of programme activities, purchasing and transport.
- Ensure compliance of the logistical operations with MAG procedures and with Donor requirements.
- Ensure that the MAG transport fleet serves the needs of the programme.
- Oversee full life-cycle management of all assets, from procurement to disposal
- Coordinate activities between logistics and finance to ensure synergy between cashflow and procurement planning to meet operational need.

Finance

- Ensure that appropriate policies and procedures for sound financial management are in place and that these are being followed in all locations.
- Ensure that the reforecast and global IBD process are conducted in an appropriate and timely fashion.
- Monitor and project expenditure against existing contracts.
- Oversee the monthly BVA analysis for all contracts.
- Manage all Financial Accounting matters, including maintenance of the general ledger, balance sheet, receipts, payments and payroll requirements.
- Manage the financial management of partner delivery contracts, ensuring the partner complies with MAGs contractual obligations.
- Utilise MAG's 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.

All International 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 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

- Master's Degree in Finance, Project management, International studies, Business or related field
- Significant experience in working in development and humanitarian program related field operation or field activities in developing countries
- Relevant overseas experience in the NGO sector, at a senior level, managing programme, Finance and support service functions
- Experience of managing projects including, implementation, management, monitoring and evaluation, risk assessment and contract compliance
- Excellent people management experience with proven ability to lead and manage national staff
- Experience of having developed successful relationships and negotiated with donors, government bodies, other NGOs and local partners
- Experience managing logistics, administrative and human resources systems to ensure project efficiency
- Proven expertise in managing finance
- Fluency in English and French (read, written, and spoken)

Essential Skills and Knowledge

- Excellent communication and interpersonal skills, with the ability to establish effective working relationships at all levels internally and externally
- Project management skills including excellent written skills to be able to write proposals and reports
- Knowledge and understanding of relevant institutional donors e.g. EU, UN, government departments
- Strong representation and negotiation skills
- Excellent organizational skills with the ability to coordinate multiple activities

Essential Aptitude

- Innovative, creative and proactive with an analytical and solution-focused approach to work
- Ability to exercise sound judgment and make decisions with limited supervision
- Ability to meet deadlines and work calmly under pressure
- Ability to represent and promote MAG at the highest level
- Commitment to MAG's strategic direction and core values

Desirable

- Awareness of and understanding of Humanitarian Mine Action approaches

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