Job Specification: Country Finance Manager

Department:	Programmes
Scale:	PSM 5
Line managed by:	**Country Director**
Responsible for line managing:	National 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'.

Job Purpose:

As a part of the Country Senior Management Team (SMT), provide strategic and operational financial leadership to the Programme

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Job Description

- Support the SMTs in the formulation, implementation and monitoring of annual business/project plans, budgets and forecasts
- 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 SMTs in the monitoring of projects, analysing, reporting and forecasting cost inputs, linking inputs to activities delivered and outputs generated
- In collaboration with the SMTs, 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, identifying and reporting on any shortfalls in both short and medium term cost coverage
- Work collaboratively with the SMTs in ensuring that Financial staffing capacity is in line with both the scale and complexity of the programme
- Support the SMT in the management of financial risk in the programme, ensuring the contextual implementation of MAGs Financial Framework (Financial Policies, Minimum Standards, internal controls, SOPs etc.)
- Provide financial management oversight and support to all programme locations, developing the capacity and career development of national staff, ensuing financial consistency and quality across the programme
- Oversee all Financial Accounting matters, including maintenance of the general ledger, balance sheet, receipts, payments and payroll requirements
- Support the SMTs and all departments in the development of systems and tools in particular reference to internal control, compliance and programme information management
- 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
- 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

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.

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

Person Specification

Essential Experience

- At least 2 years' experience of working 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 national staff

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

Qualifications

- Professional accounting qualification, e.g. ACA, CIMA, ACCA or equivalent

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