

# Job Framework:

## Finance Policy and Capacity Lead (0.8 FTE)



General role information	
<b>Job Title:</b>	Finance Policy and Capacity Lead
<b>Reporting to:</b>	Head of Finance Transformation with dotted lines to the CFO and the Head of Talent, Inclusion and Transformation
<b>Salary Band:</b>	18
<b>Notice period:</b>	3 months
<b>Career Band:</b>	4
<b>Budget Responsibility?</b>	No
<b>Direct Reports?</b>	1
<b>Client facing role?</b>	No
Introduction:	
<p>MSI Reproductive Choices is one of the world's leading providers of sexual and reproductive healthcare. We believe that everyone should have the right to choose. From contraception to safe abortion and life-saving post-abortion care, we are committed to delivering compassionate, affordable, high-quality services for all.</p> <p>Today, our organisation has over 9,000 team members working in 37 countries across the world. Our success lies in the fact that MSI teams are locally led, entrepreneurial and results-driven, and are passionate about delivering high quality, client-centered care in their own communities. As a social business, we focus on sustainable delivery, efficiency, and funding models that are built to last, so that the women and girls we serve today will have a choice in the future too.</p> <p>We know that access to reproductive choice is life changing. For some, it can mean the ability to complete an education or start a career. For others, it means being able to look after the family they already have. For everyone, it means the freedom to decide their own future, creating a fairer, more equal world.</p>	
The role	
<p>The Finance Capacity Lead is responsible for improving the finance capacity of our country programmes. This is a crucial stream of the finance strategy, as we strive to ensure our country finance teams are high performing and efficient, giving them the opportunity to act as a partner to operations.</p> <p>This role will report to the Head of Finance Transformation, with a dotted line to the Head of Talent, Inclusion and Training providing a link into the global talent and training projects.</p> <p>This role will have three main areas of responsibility:</p> <ol style="list-style-type: none"><li>1. Global finance talent programme focusing on the Country Finance Director pipeline</li><li>2. Finance-to-finance training programme for country programmes</li><li>3. Global finance policies and technical accounting</li></ol>	

All MSI Reproductive Choices job framework is subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices recruitment process, please do so via email to

[recruitmentinbox@msichoice.org](mailto:recruitmentinbox@msichoice.org)

### Key Responsibilities

#### **Key Responsibility 1: Lead the global finance talent programme ensuring that there is a pipeline of skilled finance professionals in our network who can step into Finance Director roles**

- Develop and implement a global talent strategy for global finance
- Develop, monitor and report on Key Performance Indicators for the talent programme
- Report to the CFO on talent and recruitment challenges within MSI
- Report to the Audit Committee on the progress of the global finance talent strategy
- Conduct regional talent reviews quarterly with the Regional Finance Directors, and participate in the monthly RFD calls
- Ensure succession planning is in place for all critical finance roles for the group
- Provide expert advice and guidance to the regional teams on country programme finance team structures, job frameworks and recruitment processes
- Ensure outputs from exit interviews are captured and the key learnings are implemented
- Create an enabling environment for global finance talent development, such as by championing secondment opportunities or formalising a mentoring scheme
- Ensure the finance talent programme is fully aligned to MSI's diversity and inclusion strategy
- Manage the Global Finance Community group

#### **Key Responsibility 2: Technical Accounting and Global Finance Policies**

- Oversee the framework of MSI's Global Finance Policies to a high quality and consistent format
- Provide expert technical support on policy development and interpretation
- Ensure all finance policies are reviewed and updated on a regular basis
- Develop new policies where required to fit changes in MSI's operating model
- Work with other finance teams to identify gaps or improvements in the policy framework
- Ensure all policies are launched with sufficient communication, support, tools and training
- Review of the Financial Statements, including all notes to the accounts, ensuring they are up to date, compliant with Charities SORP (FRS 102), and in line with best practice
- Help ensure the business is up to date and prepared for all new accounting standards (FRS 102, IFRS) and interpretations on a timely basis, and that they are implemented properly

#### **Key Responsibility 3: Lead the finance training offering for the group**

- Design and deliver a comprehensive programme of training for country finance teams
- Ensure global finance training resources support and enhance the understanding and implementation of MSI's Global Finance Policies
- Ensure incoming Finance Directors have a robust induction programme, supporting the regional teams with the induction framework and resources
- Coach and guide colleagues to deliver high quality training
- Share best practice for continuous improvement in quality of training
- Work with the global training team to ensure that there are high quality and relevant finance training courses available on the global learning management system

### Key Skills

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To perform this role, it is **essential** that you have the following skills:

- Ability to work in a diverse and inclusive environment, respecting and collaborating with all individuals equally, and with a commitment to overcome bias and prejudice
- Ability to determine and implement ways of attracting, retaining, and developing talent
- Ability to develop and deliver high quality training to finance and non-finance professionals
- Ability to work through accounting problems and able to deal with ambiguity
- Ability to evaluate technical issues, research and analyse facts, ability to influence and deal with senior individuals
- Strong team player – someone who can build good relationships both within the global finance function and in the wider organisation
- Excellent organisational skills and ability to juggle multiple pieces of work simultaneously
- Strong attention to detail.

### Key Experience

To perform this role, it is **essential** that you have the following experience:

- Demonstrated success in formulating and embedding policy
- Excellent knowledge of Charities SORP (UK)
- Perform key technical accounting research including keeping up to date with changes in accounting standards and relevant regulations
- Provision of high quality and practical training and education for finance and non-finance colleagues
- Ability to establish and maintain contacts throughout an organisation and develop external networks to stay abreast of regulatory changes and best practice
- Experience of working with colleagues in geographically separate locations.

### Formal Education/qualification

- Qualified Accountant (essential).
- Degree-educated or equivalent (essential).
- Fluency in English (written and spoken, full business proficiency).

### Personal Attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, all united by a belief in our mission and a focus on delivering measurable results. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, curious, resilient, and solutions-oriented, and be committed to promoting equality, and safeguarding the welfare of team members and clients alike.

**For this role, we're looking for an individual who is:**

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- Committed to the protection of team members and clients, with a focus on vulnerable groups
- Able to role-model inclusive and culturally sensitive attitudes and behaviours
- Strong technical accounting analysis
- Strong aptitude for coaching, mentoring and developing talent
- Strong results orientation
- Pro-choice
- Flexibility to operate in a changing environment
- Able to communicate effectively (both written and oral) at all levels
- Cross-functional team player.

### Our Values

**Mission Driven:** With unwavering commitment, we exist to empower women and men to have children by choice not chance.

**Client Centred:** We are dedicated to our clients and work tirelessly to deliver high-quality, high-impact services that meet their individual needs.

**Accountable:** We are accountable for our actions and focus on results, ensuring long term sustainability and increasing the impact of the Partnership.

**Courageous:** We recruit and nurture talented, passionate, and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.

**Resilient:** In challenging situations, we work together and support each other, adapting and learning to find solutions, whatever we're up against.

**Inclusive:** We believe that diversity is a strength. We all play our part in creating a culture where every team member can thrive, feel valued and contribute meaningfully to our mission, and where all our clients feel welcome and supported.

By signing below, you indicate that you have read and agree to this job framework.

**Full Name:**

**Signature:**

**Date:**

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