

# Job Description:

## TEAM CO-ORDINATOR – GLOBAL FINANCE



General role information	
Job Title:	Team Co-ordinator – Global Finance
Reporting to:	Global Financial Controller <i>With a dotted line to Director of Group Internal Audit, the Chief Information Officer and the Head of Informatics</i>
Salary Band:	12
Notice period:	1 month
Career Band:	8
Budget Responsibility?	N
Direct Reports?	N
Client facing role?	N
About MSI Reproductive Choices	
<p>At MSI Reproductive Choices we are unapologetically pro-choice. We believe that every woman has the right to make choices about her own body and her own future. As one of the world's leading providers of contraception and safe abortion care, we give women the means to do so. Our team members, working across 37 countries, provide high quality, safe services to women, when and where they need them. Because when a woman can determine her own future, she can contribute to creating a better, more sustainable future for everyone.</p> <p>MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments.</p>	
The department	
<p>The MSI Global Finance department, led by the CFO, is mainly based in MSI's London Support Office (the head office), in Conway Street, London, with additional team members based in Bristol, UK or hosted within one of MSI's 37 country programmes.</p> <p>The Global Finance Department includes the Global Accounting Team , Informatics, Internal Audit, Social Marketing Team, Global Information Systems and Global Supply Chain.</p>	

All MSI Reproductive Choices UK job descriptions are 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)

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### The role

The main purpose of this role is to promote and ensure the smooth running of Global Finance Department through providing a high level of administrative and logistical support to Group Accounting, Informatics, Group Audit, Global Information Systems and Social Marketing.

Your duties will be varied, ranging from developing effective administrative systems, acting as a point of contact with other teams and departments, organising internal team meetings and departmental events including Finance Leadership Week, making travel arrangements by liaising with our travel partner, carrying out financial processes (raising purchase orders, making team salary allocations etc.), assisting with maintaining the department's intranet pages and community groups, managing mailing lists and all other administrative tasks.

### Key Responsibilities

#### Team Support

- Maintain all Global Finance 'More Together' pages, O365 Teams, and email groups
- Oversee monthly timesheet submissions
- Raise purchase orders electronically, goods receipting and processing payments ; follow up on payment or PO queries
- Support funds transfer requests for Commercial Programmes
- Liaise with Purchase Ledger and Vettings Teams for new suppliers
- Co-ordinate the leavers and starters processes, and inductions for all new members of support office staff
- Support recruitment process logistics as required
- Co-ordinate the mid year and annual review logistics
- Ensure team member compliance is up to date including conflict of interest declarations, and the gifts and entertainment register
- Organise team travel arrangements including travel and accommodation bookings
- Oversee team IT hardware and working equipment
- Maintain and develop all team administrative systems, including electronic and paper filing systems
- Support the team with all statutory and donor audit requests
- Support the month end process by filing all electronic submissions from country programmes and awarding points for the monthly scorecard
- Any other general administrative support as required

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### **Key Stakeholder Support**

- Manage the diaries of the Global Financial Controller and the Chief Information Officer

### **Meetings and Events**

- Co-ordinate all regular monthly and annual team meetings and ad hoc meetings as required including the Internal Audit regional meetings and the month-end review meetings
- Co-ordinate all planning, schedule and logistics for Finance Leadership Week
- Arrange and co-ordinate all finance training sessions

### **Additional Responsibilities**

- Undertake project work as and when required
- Liaise with other Team Coordinators to share best practice, actively participate in regular Team Coordinator meetings and keep up-to-date with organisational developments
- Provide cover for other Team Coordinators as required
- Undertake any other reasonable duties, as requested by the Global Financial Controller

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Please read this document in conjunction with the Person Specification for the role.

### **Signature**

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

**Full name:**

**Signature:**

**Date:**