

Job Description:

Restricted Fund Accountant



General role information

Job Title:	Restricted Fund Accountant
Reporting to:	Head of Global Reporting
Salary Band:	15
Notice period:	Two months
Career Band:	7
Budget Responsibility?	N
Direct Reports?	N
Client facing role?	N

About MSI Reproductive Choices

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.

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.

The department/team

MSI Reproductive Choices (MSI) is one of the 20 largest charities in the UK; providing family planning & safe abortion services across the globe. MSI operates as a social enterprise, and revenues are split between donor income and revenue from clients that receive our services.

The Global Accounting Team is responsible for core financial accounting, producing consolidated global financial information and preparing the group management accounts, group statutory accounts and Global Support Office management accounts

MSI receives substantial amounts (> £160m p.a.) of funding from a variety of governmental and private donors (including DFID, USAID and Gates Foundation) for its international family planning activities in 37 countries around the world. We are recruiting a talented, experienced and driven accountant to lead

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

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restricted income accounting across the organisation

The role

The role is part of the wider Global Accounting Team, and is responsible for the accuracy of restricted fund accounting globally, by ensuring:

- Grant Income: MSI (globally) is accurately accounting for all restricted (project) income to which it is entitled including all indirect grant income and performance related margin
- Project cycle management: MSI fully understands the financial implications of all new projects and promptly closes the financial accounting for all projects with no outstanding balances

Key Responsibilities

Grant income recognition

- Ensure MSI (Globally) is accurately accounting for all donor grant income, including direct grant income, indirect income and performance related margin
- Oversee monthly automated grant income release
- Account for partner payment accruals

Project cycle management

- Ensure that MSI has a good understanding of project coding, grant and contract payment terms, start and end dates, indirect income calculations and the location of cash received at the commencement of a project
- Ensure MSI promptly closes the financial accounting for all projects, with no remaining balances
- Work with the SUN team to ensure that codes are opened/closed as necessary .
- Provide training to country programmes and regional teams in project cycle management.

Statutory and Donor Audits

- Ensure year end analysis of project balances is sufficient to enable restricted project activity to be included within MSI statutory accounts.

Other work

- Undertake any other reasonable duties, as requested by the Head of Global Reporting or Global Financial Controller.
- Contribute to the improvement of team processes and policy, considering relevant standards, best practice and organisation needs

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.

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Signature

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

Full name:

Signature:

Date: