

Job Framework

Job Title	Donor Finance Business Partner	Cost Centre	62040
Location	London	No. of Direct Reports	0
Reporting to	DFID, UK and European Donor Finance Manager	Budget Responsibilities (Y/N)	N

The Function

Marie Stopes International (MSI) is one of the 20 largest charities in the UK, providing family planning & safe abortion services across the globe. The organisation operates as a social enterprise, and revenues are divided almost equally between donor funds and revenue from clients that receive our services.

Marie Stopes International (MSI) receives substantial (> £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 Donor Finance Business Partner to manage a growing portfolio as part of the Donor Finance Team.

The Role

The Donor Finance Business Partner is responsible for the provision of financial management through the life-cycle of donor funded projects from proposal to closeout and audit. The role will support the Cost and Pricing Lead with budget development at the start of projects. The role will also support the Country Programme teams complete accounting and reporting on projects; and ensure all project accounting complies with MSI regulations and specific grant/donor requirements. The Donor Finance Business Partner will be a key point of contact for the Donor Teams within the International Operations Function at MSI.

Key Responsibilities

Business Support

- Business partner to the Global Programmes Unit (GPU) and to the appropriate donor team
- Provide advice and training on donor reporting and compliance issues to the appropriate donor team
- Responsible for financial and data aspects of project life-cycle support to country programmes, regional teams and the GPU on: budget and proposal development, project initiation, project management and project close.

Donor Finance and Accounting:

- Review country programme and external partner budgets for donor proposals (including payment by results) to ensure the budget is consistent with the technical approach, includes all appropriate costs and is consistent with MSI policy including cost recovery and approved in line with the sign off matrix
- Responsible for the accurate set up of new projects in the SUN accounting system, adhering to the MSI project start up checklist (including setting up of the PFR).
- Ensure accurate donor reports are submitted on a timely basis to donors and ensuring the financial information in donor reports reconciles to SUN, links to project activities and is compliant with donor regulations.
- Regularly review and provide analysis on the Project Finance Reports (PFRs) for the projects you support.
- Ensure invoices are submitted to donors on a timely basis, and monitor grants receivable balances on a regular basis to ensure invoices have been paid.

Donor Finance Business Partner



- Provide information to ensure accurate cash flow forecasting and monitor receipts in line with forecast
- Provide cumulative financial analysis on the life of a project. This information will inform our statutory accounts and ensure donor reports are accurate
- Monitor consortium partners' financial performance and compliance with the donor's reporting requirements.
- Ensure on-going changes in donor financial guidelines are understood by donor teams and country programmes and relevant changes made to systems & procedures
- Ensure that projects are closed out in a timely manner, following the MSI project close-out guidelines

Programme Accounting:

- Reconcile deferred income balances on a project by project basis – ensuring linkage to donor reports, prepare journals to recognise foreign exchange gains and losses
- Ensure that the treatment of financial transactions in designated country programmes is in line with MSI financial policies and procedures, best practice and follows donor compliance.
- Ensure performance margins for payment by results projects are appropriately tracked and accounted for.

Statutory and Donor Audits:

- Support the year-end audit process including providing supporting documentation and schedules
- Review for accuracy and completeness all project balances disclosed in the statutory financial statements
- Assist partners and in-country staff in preparing for donor audits and provide necessary information and paperwork

Other Work:

- Undertake any other reasonable duties, as requested by the DFID, UK and European Donor Finance Manager and the Head of Donor Finance

Experience

- Experience in project accounting and financial management of large international projects and country programmes
- Experience of financial reporting to governmental, private and institutional donors
- Experience working with financial systems and software (SUN systems preferred) and Q&A
- Experience working in a not for profit environment (Preferred) and organisational headquarters.

Qualifications and Training (essential/desirable)

- Certified accountant ACA, ACCA, CIMA or equivalent . (Essential)
- Degree level education (Desirable)

Personal Attributes

- Good verbal and written communication skills (Essential)
- Training and facilitation skills (Essential)
- Fluent in spoken and written English (Essential)
- Fluency in either French or Spanish (Desirable)
- Ability to work across cultures (Essential)
- Ability to work under pressure and to manage multiple inputs, tasks and deadlines (Essential)
- Pro Choice (Essential)
- Dedicated to MSI's social enterprise model (Essential)

MSI Behaviours and Values

Team Member Behaviours

Work as One MSI

- You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximise our ability to influence others
- You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort
- You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.

Show courage, authenticity and integrity

- You hold yourself accountable for the decisions you make and the behaviours you demonstrate
- You are courageous in challenging others and taking appropriate managed risks.

Develop and grow

- You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective
- You manage your career development including keeping your knowledge and skills up to date.

Deliver excellence, always

- You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role
- You build and maintain effective long-term working relationships with all stakeholders, and are a true MSI ambassador.

Leadership (For Leaders only)

- You inspire individuals and teams, through situational leadership, providing clear direction
- You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline
- You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team
- You articulate a vision of the future which inspires and excites others.

MSI Values

- **Mission driven:** With unwavering commitment, we exist to empower women and men to have children by choice not chance
- **Client centred:** We are passionate about our clients and dedicate our efforts to delivering agreed objectives to the highest possible quality
- **Accountable:** We are accountable for our actions and take responsibility for everything we do to ensure long term sustainability and increased impact
- **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