

Job Framework:

Financial Planning and Analysis Manager



General role information

Job Title:	Financial Planning and Analysis Manager
Reporting to:	Director of Informatics (FP&A)
Salary Band:	17
Notice period:	3 months
Career Band:	n/a
Budget Responsibility?	No
Direct Reports?	1
Client facing role?	n/a

Introduction:

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.

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.

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.

The role

This role reports to the Director of FP&A (Informatics) and has responsibility for leading the global annual budgeting and quarterly forecasting processes; and for delivering high quality, insightful analysis and reporting to the Country Programmes, Regional Support teams, Executive team and Board. Key stakeholders for this role include the CFO, CEO and COO, the Global Accounting team and Regional Directors and Regional Finance Directors.

MSI has multiple service delivery channels spanning donor funded projects and contracts as well as two commercial channels; static clinics and social marketing. Experience of working in both a commercial setting and not for profit organisations will be beneficial.

The ideal candidate will be a financial manager with the ability to communicate complex financial information in a simple way; work with stakeholders across the partnership to understand the business to

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recruitmentinbox@msichoice.org

deliver high quality analysis and process improvements in a considered manner. You will need to be confident in managing a finance analyst and providing coaching and feedback to help them develop their skills. You will need strong excel skills, a questioning and analytical mind and attention to detail. Ability to manage competing priorities is essential.

Key Responsibilities

Key Responsibility 1: Reporting

- Produce monthly reporting for the regional teams and Executive team providing robust analysis and commentary on performance
- Attend monthly performance meetings with regional and Executive teams to review and challenge service delivery targets and financial metrics
- Produce insightful analysis on financial and non-financial performance data to help the Executive, regional and country teams to better understand their performance and drive informed actions
- Work with systems operational and other analysis team to review the reporting strategy for MSI ensuring the Country Programme and Support office staff have access to the appropriate data in a clear manner to help them understand their business
- Work closely with the Global Accounting Team to ensure that reporting is accurate, reflecting MSI finance policies

Key Responsibility 2: Forecasting and Budgeting

- Lead the global forecasting and budgeting processes ensuring that the process is robust and efficient. Develop a training programme for country finance team and other key stakeholders to help them run their budgeting processes and to review and communicate the budget
- Present the consolidated forecast to CF and CO for sign-off ensuring that all risks and opportunities are understood and communicated clearly
- Ensure regular consultation with key stakeholders to improve the financial planning processes for the organisation
- Develop the budgeting and forecasting tool to ensure it continues to improve and considers the complexities of the changing organisation. Drive system development to make the process more automated and user friendly
- Assist the Director of FP&A source a new business planning tool, including requirements building, stakeholder engagement, systems implementation and embedding
- Provide insightful analysis on the business plan to help stakeholders, including the Executive Team and Board, to understand the 'story' of the business plan including assumptions, risks and opportunities

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- Lead the production of the Business Plan report for the Board, coordinating the inputs from departments across the organisation and ensuring the key information is included

Key Responsibility 3: Line Manager and support the FP&A Analyst

- Line manager for FP&A analysts; support them to meet the ongoing need of the business and to grow into further operational or finance roles via coaching and mentoring

Key Responsibility 4: Additional Responsibilities

- Provide ad hoc analytical support and capacity building where necessary
- Input into development of training and resource for the Global Finance function including participating and preparing for workshops and other materials
- Other support as required by the Director of FP&A or the CFO

Key Skills

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
- Excellent numerical, analytical and data visualisation skills
- Effective facilitator – ability to work with a group of stakeholders to identify business needs and wishes
- Strong attention to detail.

Key Experience

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

- Experience in reporting (designing reports for a range of business users) and analysis,
- Experience of communicating complex processes and principles to colleagues in a clear manner
- Experience of working to tight deadlines and managing conflicting priorities
- Significant financial systems and database experience (VBA desirable)

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- Experience of line management (desirable)
- Business experience either in a commercial and not-for-profit environment (desirable)

Formal Education/qualification

- Professionally Qualified (ACA, ACCA, CIMA, other) (desirable)

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:

- 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.
- Highly committed to the MSI Reproductive Choice Mission "Pro-Choice"
- Self-starter – looking to build on and improve existing processes, creating lasting change.
- Committed to the protection of team members and clients with a particular focus on vulnerable groups. Able to role-model inclusive and culturally sensitive attitudes and behaviours
- Actively seek feedback on performance with a view to continuous learning and development as a leader.

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.

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

Full Name:

Signature:

Date:

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