

# Job Framework:

Strategic Operations Analyst



General role information	
Job Title:	Strategic Operations – Finance Analyst
Reporting to:	Head of Strategic Operations Finance
Salary Band:	15 (UK only) or with existing CP salary scale
Contract Type:	Fixed Term 12 months
Career Band:	6 (BG 7)
Budget Responsibility?	N
Direct Reports?	N
Introduction:	
<p>At Marie Stopes International 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>	
The role	
<p>The Strategic Operations Team supports Nigeria and India (Social Marketing) the two largest country programmes accounting for 30% of MSI's family planning impact (FP CYPs), 35% of SA/PAC cases, a complex grants portfolio amounting to £22m and £10m in Service Income. The aim is that these two country programmes will become the gold standard for performance in the partnership.</p> <p>Reporting to the Head of Strategic Operations Finance, the post holder will have the primary responsibility to analyse performance and ensure the integrity and accuracy of data reported by country programmes. The role will involve development of tools to support and improve commercial decisions to ensure these countries are making meaningful progress towards their agreed 2030 objectives.</p>	

### Key Responsibilities

#### Key Responsibility 1: Compliance

- Review monthly country programme P&L, balance sheet reconciliations, supporting country programme in reconciling outstanding balances and follow up on discrepancies
- Increase country programme productivity by developing automated reconciliation and reporting
- Ensure country programmes are fully compliant with data dictionary and MSI finance policy
- Ensure the effective roll out of MSI global standards and tools in collaboration with London Support Office technical teams.
- Ensure that all global external audit requirements are understood and actioned as required
- Collaborate with MSI Donor teams and with Regional Programme Officer to ensure that donors' compliance requirements are understood by all parties .

**Measures of success:** adherence to financial policies , improved scorecard rating , no donors clawback.

#### Key Responsibility 2: Analysis

- Analyse financial and service data , analyse past results, perform variance analysis, identify trends
- Support the country programme in budget versus actual variance analysis
- Support the creation of financial models for decision making
- Perform financial forecasting, reporting, and operational metrics tracking
- Identify and drive process improvements, including the creation of standard and ad-hoc reports, tools, and Excel dashboards

**Measures of success:** Improved understanding of operations and commercial practices

#### Key Responsibility 3: Reporting, Budgeting and Grant Accounting

- Working closely with RPO and country programme grant managers, ensure that donor reports are produced timely to high quality standard and that spend rates against agreed donor budgets and cost centres are closely monitored with country programmes and any risks identified and addressed.
- Contribute and conduct detailed review of all new project budget proposals, and work with country programmes to ensure projects are correctly set-up, reported-on and closed down.
- Business Planning, forecasting and strategy: support countries through their quarterly, annual and longer-term planning cycles as needed.
- Develop, adapt, upgrade tools to facilitate effective budgeting , monitoring and reporting

**Measures of success:** reports and budget quality, adherence to reporting deadlines

#### Key Responsibility 4: Ad Hoc

- Support the Head of Strategic Operations Finance in the timely remediation of internal and external audit recommendations

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

- Provide training on tools and policies as required
- Undertake any other reasonable duties as assigned by the leadership of the Strategic Operations Team

**Measures of success:** positive feedback from colleagues; delivery on time and to high standards

### Key Skills

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

- Advanced proficiency in excel
- Familiarity with BI systems, Q&A data query tools
- Strong quantitative and analytical competency.
- Ability to present complex financial and non-financial information to various differing stakeholders in a clear, concise, understandable, and compelling way

#### Desirable

- Familiarity with Tally
- Interest in reproductive healthcare.

### Key Experience

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

- Experience working in a commercial, analytical or finance team for 3+ years
- Experience of working to tight deadlines and managing conflicting priorities

#### Desirable

- Experience of donor regulations, policies, and procedures and supporting effective donor-funded grant management
- Commercial mindset, understanding of the drivers of profitability
- Financial and programmatic management experience.
- Experience of International and multi-cultural organisation

### Formal Education/qualification

- Professional Qualification (ACA, ACCA, CIMA, other) – essential
- Educated to Degree Level

### Personal Attributes

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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:**

- Ability to manage a heavy and fluctuating workload.
- A self-starter with excellent interpersonal communication and problem-solving skills
- Ability to role-model inclusive and culturally sensitive attributes and behaviours
- Pro Choice.

## 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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