

# Job Description: French- speaking Roving Finance Director (FTC)



General role information	
<b>Job Title:</b>	Roving Finance Director
<b>Reporting to:</b>	Finance Policy and Capacity Lead
<b>Salary Band:</b>	17
<b>Notice period:</b>	3 months
<b>Career Band:</b>	5
<b>Budget Responsibility?</b>	N
<b>Direct Reports?</b>	0
<b>Client facing role?</b>	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/team	
<p>The role sits in the finance transformation team, part of the wider Global Accounting team. The finance transformation team is responsible for:</p> <ul style="list-style-type: none"> <li>• Leading on continuous financial process improvement programme</li> <li>• Leading on country capacity building and talent management</li> <li>• Responsible for ensuring all financial policies are documented and up to-date</li> </ul>	
The role	
<p>This role will provide short to medium term cover for the Finance Director post across our country programmes when there are gaps. Whilst on assignment in country, the core responsibility of the Finance Director is to provide strategic financial management, vision and leadership for the country programme while ensuring compliance with all local accounting, legal, MSI group and donor reporting requirements.</p> <p>When not providing FD cover, the French-speaking Roving Finance Director will provide capacity-building support to the French-speaking country programmes; either remotely or in person.</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

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## Key Responsibilities

### **Provide strategic and functional leadership as part of the management team**

- Deliver sustainable business growth through the adoption of commercial business practices (as part of the SMT).
- Provide financial analysis to help drive strategic planning and aid the development of the annual business plan. The financial analysis should cover business strategies, new products and services, and key service channels and donor relationships and should highlight financial returns and sustainability as well as the service impact.
- Provide ideas and influence to expand our social business, both private and public sector initiatives, and drive improvement of key efficiency areas.
- Define and track financial indicators that will improve the cost efficiency of MSI operations and advise the SMT of the impact on each channel.
- Support the Operations Director (or equivalent) in the development and maintenance of robust systems to capture operational data.
- Be accountable for the maintenance of the anti-fraud and bribery programme in country and for the maintenance of control systems to prevent fraud or to mitigate its impact.

### **Devise accurate, realistic and inclusive budgets for MSI's global programme, for donor funding bids and for sub-departments**

- Prepare annual operational and capital budgets to guide and plan the optimal use of MSI's and donors' resources to achieve the organisation's objectives and maximise impact.
- Monitor and manage expenditure trends and provide timely advice and analysis of potential over or under spends to the SMT and budget holders, to allow managers to make required adjustments to meet financial goals.
- Monitor programme support costs and ensure MSI is maximising on cost efficiencies and recoveries.
- Provide annual training and continuous support to the SMT, budget holders and project managers to ensure proper understanding, ownership of and engagement with financial results and programme budgets.
- Provide sound financial advice to the country director, the programme board, and other SMT colleagues as appropriate.

### **Oversee and ensure financial systems, procedures and reports, that enable efficient and compliant use of MSI funds and assets**

- Interpret financial data, provide financial advice to solve complex financial problems.
- Coordinate financial reporting, briefing with donors, MSI and government entities. Prepare donor financial reports in line with donor reporting requirements and standards.
- Ensure organisational internal controls and systems are maintained and adhered to, identifying key risk areas and addressing them.

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- Ensure any changes in legislation or organisational structure are reflected without delays in internal controls and systems. Maintain an effective control structure.
- Provide technical financial staff training where necessary to ensure understanding and compliance with MSI global financial policies.

## **Effective management and oversight of MSI working capital, investments and financial obligations**

- Oversee cash flow management and forecasting to ensure that adequate funds are available for programme needs. Monitor the cash requirements and amounts drawn down against programmatic requirements.
- Manage investments, debtors, creditors and advances from local donors and their accurate recording and regular monthly reconciliation on the Balance Sheet. Ensure that working capital is managed efficiently and proactively.
- Ensure that all statutory requirements are met on time, including payroll taxes, VAT (sales tax), income tax, pensions or other retirement obligations, insurance etc. Ensure that the programme complies with all regulatory requirements of local statutory bodies.
- Ensure contractual obligations are financially sound and appropriate for the organisation.
- Be accountable for the safeguarding of the country programme's assets.

## **Responsible for accurate and timely group reporting, while dealing with internal and external auditors**

- Ensure timely and accurate preparation and submission of the organisation's monthly financial management accounts.
- Ensure compliance with the financial components of the MSI Partnership manual and with the group finance manual.
- Coordinate preparation of statutory accounts and annual audit in line with group reporting timetables.
- Ensure full compliance with all donor compliance requirements.
- Prepare donor financial reports in line with donor reporting requirements and standards
- Liaise with internal audit and external auditors.

## **Leadership of a team that is developing and improving continuously**

- Lead and manage members of the finance team to build their capacity and strengthen competency and professional development.
- Conduct regular team performance appraisals, monitoring progress and setting objectives.
- Review the operational structure of the finance department to ensure that all roles and responsibilities are relevant to the needs and demands of the country programme.

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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:**

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