

Job Description:

FINANCIAL ACCOUNTANT



General role information

Job Title:	Financial 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 Group Finance is based in MSI's London Support Office, based in Conway Street, central London. The Group Finance team comprises:

- The Global Reporting Team
- The Global Support Office Finance Team, Purchase Ledger and Payroll
- The Donor Finance team
- Treasury
- Financial Planning & Analysis

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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The role

Reporting to the Head of Global Reporting, the post holder will be a key member of the Global Reporting Team, with primary responsibility to assist in the Group Management Accounts and the Group Statutory Accounts.

The post-holder will have responsibility for the monthly group consolidation adjustments and the global audit. They will also oversee global intercompany accounts and the group balance sheets.

Key Responsibilities

Monthly group consolidation

- Prepare and process monthly journals to consolidate the MSI group management accounts and eliminate intra-group transactions
- Maintain register of intra-group transactions

Global audit

- Support the preparation of the annual group statutory accounts and necessary SORP accounting policy adjustments
- Lead the global annual audit, act as the point person for country programme deliverables and support donor audits as required

Intercompany

- Oversee global intercompany accounts within the MSI group; including intercompany processes and policy

Balance sheets

- Oversee group balance sheets and assist in their continued improvement by providing insights into country programme balances and supporting tools and reports that assist country programmes.

Other tasks

- Distribute monthly country balanced scorecard and reporting league table
- Support the management of the global finance data structure for reporting.
- Contribute to the improvement of team processes and policy, considering relevant standards, best practice and organisation needs

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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: