

JOB DESCRIPTION

Job title:	Finance Continuous Improvement Manager	Location:	London, UK
Department:	Finance	Length of contract:	Indefinite
Role type:	National	Grade:	10
Travel involved:	5% International Travel	Child safeguarding level:	4
Reporting to:	Finance Director	Direct reports:	None

Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

Country and project background

The Malaria Consortium London office hosts the key technical and management staff, and from a finance perspective, supports activities both in the UK and our overseas offices.

Job purpose

The Finance Continuous Improvement Manager will work with the finance function and key stakeholders within the organisation to identify, develop and implement improvement projects to ensure adequate systems and processes are in place to deliver the work of the finance function in the most efficient and effective way. This will include system projects and developing efficient processes for transaction recording, analysis and management reporting.

Scope of work

The Finance Continuous Improvement Manager will lead on all finance improvement projects including finance system development, implementation of budgeting and reporting tools, self-service and automation of the system tasks. Review finance process at the head office as well as country offices, review their efficiency and effectiveness, carry out user consultations, agree changes and carry out change management. Assist finance heads of departments and the team to review development requirements and oversee change management. The post holder will need to be pro-active and good at building relationships, bringing teams together and driving forward change programmes.

Key working relationships

- Finance Director
- Head of Finance Accounting and accounting and Head of Finance Business Partnering
- The UK finance and local finance teams
- Country directors and programme managers
- IT team

Key accountabilities (per cent of time spent on each area)

Improvement Project Management (40%):

- Lead on the development, implementation and change management of finance transformation projects including system projects.
- Carry out project design and scoping, benefits identification and building business cases, compilation of remits, project plans and resourcing. Maintain and update plans with progress and developments.
- Ensure all project and work stream plans are realistic, responsibilities for implementation / delivery are owned and the schedule of benefits delivery is achieved.
- Produce clear visual materials, project documentation, and data for use in reports, briefings, workshops and meetings for both internal and external presentations.
- Undertake the project management role for assigned projects.
- Make recommendations on a range of complex issues where there may be more than one course of action.
- Plan the closure and decommissioning of projects in a controlled way including the capture of lessons learned throughout the project lifecycle.
- Develop a network of relationships to ensure ownership is achieved and performance managed by the whole multi-disciplinary team.
- Engage key stakeholders (including executive sponsors) and service users in the change process and empowers them to influence and own the outcomes.
- Take personal responsibility for own professional growth and develop an agreed action plan with line manager.

Current System Projects (30%):

- Identify improvement requirements and opportunities within finance system with a view to improving efficiency, automation and self-service for budget holders and management.
- Identify and implement budgeting, forecasting and reporting tools.
- Develop and implement a grant management system and donor reporting tools.
- Develop the SharePoint site, in collaboration with the Technology team, to enable document management, sharing of finance information and reports and increase collaboration with local finance teams and other teams.

Current Process Improvement Projects (30%):

- Review finance processes and identify, in consultation with key stakeholders, improvement opportunities.
- Develop and implement improvement in processes across the finance function and relevant teams.
- Complete process reviews for project interdependencies, service impact assessments, project approvals, change controls and quality impact assessments.
- Work closely with the internal audit team to facilitate internal audit and implement recommendations.

Qualifications and experience:

Essential

- Fully qualified or finalist with a recognised qualification and full/student membership of: CIMA, ACCA ACA or equivalent.
- Project management qualification e.g. PRINCE 2 / lean / six sigma qualification.
- A proven track record of implementing lean philosophy and methodologies for projects.
- Experience of Agile project management.
- A proven record of accomplishment of delivery in a project management environment and business/project planning.
- Experience of working on process improvement projects within Finance in a complex organisation.
- Experience of developing project governance.
- Demonstrable knowledge and proficiency in the effective application of various best practice tools and techniques in project, programme and change management, service redesign, facilitation and service improvement.
- Experience in identifying issues and structuring problems, leading quantitative and qualitative analysis, synthesising and developing recommendations.
- Expertise in the use of IT e.g. Excel, Word, PowerPoint and able to draw conclusions from complex data and present it clearly to a wide range of audiences.
- Ability to collaborate constructively with internal and external partners to create the conditions for successful partnership working.
- Able to work with a great degree of flexibility and adaptability.

Desirable

- Six Sigma qualifications
- Finance system implementation experience
- Strong ability to be able to manage and prioritise multiple tasks

Core competencies:
Delivering results
LEVEL C - Supports others to achieve results ✓ Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets. ✓ Supports others to plan and deliver results ✓ Supports others to manage and cope with setbacks
Analysis and use of information
LEVEL C - Works confidently with complex data to support work ✓ Interprets complex written information ✓ Works confidently with data before making decisions: for example, interpreting trends, issues and risks ✓ Acquainted with the validity, relevance and limitations of different sources of evidence
Interpersonal and communications
LEVEL C - Adapts communications effectively ✓ Tailors communication (content, style and medium) to diverse audiences ✓ Communicates equally effectively at all organisational levels ✓ Understands other's underlying needs, concerns and motivations and communicates effectively in sensitive situations ✓ Resolves intra-team and inter-team conflicts effectively
Collaboration and partnering
LEVEL C - Builds strong networks internally and participates actively in external networks and think tanks ✓ Builds strong networks internally ✓ Participates actively in external networks and/or think tanks. ✓ Engages with relevant experts to gather and evaluate evidence ✓ Shares and implements good practice with internal and external peers
Leading and motivating people
LEVEL C - Effectively leads and motivates others or direct reports. ✓ Gives regular, timely and appropriate feedback, ✓ Acknowledges good performance and deals with issues concerning poor performance ✓ Carries out staff assessment and development activities conscientiously and effectively ✓ Develops the skills and competences of others through the development and application of skills ✓ Coaches and supports team members when they have difficulties
Flexibility/ adaptability
LEVEL C - Supports others to cope with pressure ✓ Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and supports others to do the same ✓ Adapts team approach, goals, and methods to achieve solutions and results in dynamic situations ✓ Sets realistic deadlines and goals for self or team
Living the values
LEVEL C - Supports others to live Malaria Consortium's values ✓ Demonstrates personal integrity by using role position responsibly and fairly ✓ Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences
Strategic planning and thinking and sector awareness
LEVEL C - Keeps up to date with the internal and external environment ✓ Takes into account economic, political and other business factors when drawing up medium and long-term plans, covering both public and private sectors ✓ Looks beyond the immediate operations to prospects for new business ✓ Engages with appropriate internal and external sources to establish major influences on future plans