

JOB DESCRIPTION

Job title:	Head of Finance - Business Partnering	Location:	London, UK
Department:	Finance	Type of contract:	Permanent
Role type:	National	Grade:	12
Travel involved:	Up to 15%	Safeguarding level:	4
Reporting to:	Finance Director	Direct reports:	Finance Business Partnering Team (currently 5 direct reports)

Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the prevention, control and treatment of malaria and other communicable diseases among vulnerable populations.

Our mission is to improve lives in Africa and Asia through sustainable, evidence-based programmes that combat targeted diseases and promote child and maternal health.

We will accomplish this together with partners and all levels of government, by:

- designing and implementing cutting edge research, surveillance and monitoring and evaluation;
- selectively scaling up and delivering sustainable evidence-based health programmes;
- providing technical assistance and consulting services that shape and strengthen national and international health policies, strategies and systems and build local capacity;
- seeking to ensure that our experience, thought leadership, practical findings and research results are effectively communicated and contribute to the coordinated improvement of access to and quality of healthcare.

Our areas of expertise include:

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

Job purpose

The Head of Finance Business Partnering will design, develop and deliver the long-term financial modelling, including multi-year income and expenditure projections, take full ownership of budgeting, forecasting and management reporting, ensuring they are efficient, insightful and enable Budget Holders to take clear accountability for their financial performance. The postholder will lead strategic business partnering across the organisation, managing and developing the Business Partnering team. This will include fostering strong cross-departmental collaboration for income generation.

Scope of role

The Head of Finance Business Partnering will support the Finance Director in overseeing financial aspects of the organization, including strategic planning, budgeting, reporting, compliance, risk management, team leadership, and strategic and operational finance. This role requires a

comprehensive understanding of the financial operations within a global non-profit setting and entails close collaboration with various internal and external stakeholders to ensure financial goals are met and aligned with the charity's mission. The Head of Finance Business Partnering will also design tools, resources and training that build financial capability across the charity.

Key working relationships

- Finance Director
- Head of Finance Accounting and accounting team
- Regional and country directors and finance managers
- Programme managers
- Business Development team

Key accountabilities (percent of time spent on each area)

Financial Leadership (35%):

- Support the Finance Director to develop and maintain overall financial strategy by designing and developing long-term financial income and expenditure projections leading to a long-term financial strategy.
- Implement financial strategy and develop appropriate reporting tools and dashboards to provide continuous monitoring and where appropriate and assist with mitigating actions.
- Lead the budgeting process, oversee financial planning, and conduct insightful analysis to support decision-making by senior management and the Board. Prepare annual budgets, forecasts and other financial plans as required and ensure that they are fit for purpose.
- Own the production and analysis of monthly management accounts with insightful variance analysis and reporting including KPIs and dashboards and work closely with budget holders and management to minimise variance between budgets and actuals.
- Lead on the management of unrestricted, designated and restricted funds and their reporting.
- Work with senior non-financial staff in understanding internal financial reporting, ensuring the monthly management information is suitable for its users.

Finance Business partnering (35%)

- Lead the Business partnering function and develop strong relationships with budget holders, regional and country directors, country level finance teams helping them to understand their financial position and encouraging them to make data driven financial decisions.
- Design, develop and maintain a full cost recovery business model that can be used to support the financial evaluation of project and bid proposals to support management decision-making, and work closely with the Business Development teams in their submission of bids and reporting.
- Lead the relationship with programme delivery directors and managers to ensure accuracy of budgeting, cost allocation, recharges and reporting of projects including Seasonal Malaria Chemoprevention (SMC) programme. Produce and review appropriate reports and submissions.
- Develop and deliver grant and donor reporting ensuring accuracy and recovery of overhead costs.
- Design and develop resources to support budget holders to understand their financial duties, clarifying their responsibilities are and how to deliver them.

Team Management and Development (20%):

- Lead and line manage the Business Partnering team ensuring they have clear work outputs, expectations and performing at a high level in their roles.

- Foster a culture of collaboration, growth, excellence and promote professional growth within the department, creating a customer-focused, productive, efficient, and solution-oriented team.
- Regularly review the workload split, progress, and upcoming challenges for the country accounting function, to guarantee the most efficient service provision to in country stakeholders, understanding and reacting to the organisations' priorities
- Provide technical support to the Country Finance Managers enabling the role holders to learn and develop and enabling them to be a strong support to the country teams.
- Promote job rotation and job enrichment with the wider finance team.

Systems and Process (10%):

- Develop automation, budgeting and reporting tools within the finance system and ensure they are delivering accuracy and improvements to data driven planning and reporting.
- Develop self-service tools for budget holders and increase their engagement and participation with the finance team and financial management.
- Develop grant management system providing adequate information on grant and other income and their sources and enable accurate accounting and reporting.
- Review and improve budgeting, management accounting and reporting processes make sure these processes are always fit for purpose and efficient.

Person specification

Qualifications and experience:

Essential

- Fully qualified accountant with recognised qualification and full membership of: CIMA, ACCA ACA or equivalent.
- Demonstrable experience of developing and delivering business partnering with fundraising and program delivery functions within a complex and large organisation.
- Extensive financial management experience in a complex organisation, with demonstrable knowledge of developing and maintaining an array of finance systems and reports including management accounts.
- Track record of developing long term financial planning and annual budgets and forecasts with scenario modelling and sensitivity analysis.
- Demonstrable experience of developing and delivering internal financial reporting to senior management and budget holders in a complex organisation.
- Strong interpersonal skills with proven ability to communicate effectively at leadership levels.
- Proven abilities in managing people, with the capacity to inspire, motivate, and enthuse others to achieve goals by setting and enforcing challenging standards.
- Experience of charity finance including restricted funds.
- Advanced excel skills to support the range of modelling requirements and advance analytical skill with ability to convert financial information to high quality visuals and narratives
- Postholder must have right to work in the country where they will be based.
- Ability to work under pressure and meet tight deadlines.
- Proficiency in financial software and computer literacy.

Desirable:

- Post- qualification experience in the NGO sector, with knowledge of NGO donors and their financial reporting requirements
- Knowledge of international finance regulations and experience in dealing with various currencies and international transactions.

- Experience in a senior financial role within a global non-profit or charity organization.
- Fluency in additional languages is an asset in a global organization.
- Knowledge of SORP

Core competencies:
Delivering results
LEVEL D - Inspires wider teams to achieve outstanding results and to manage risks ✓ Proactively improves effectiveness and performance of other senior staff to increase ability to meet objectives, acquiring new skills when appropriate ✓ Encourages mitigating risks amongst the teams/groups they work with/ manage. ✓ Ensures the quality of all internal/external work of own and others
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 others' 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 D - Champions ownership of corporate decisions ✓ Encourages their team to develop their individual potential continuously, creates a learning culture ✓ Demonstrates complete commitment to the achievement of the business goals, motivating others to deliver ✓ Spots, develops and promotes talent across teams whether or not in their own functional area
Flexibility/ adaptability
LEVEL D - Clarifies priorities and ensures learning from experience ✓ Clarifies priorities when leading change ✓ Sees and shows others the benefits of strategic change. ✓ Helps colleague's/team members to practise stress management through prioritisation of workloads and modelling of appropriate self-management and care ✓ Makes time to learn from experience and feedback, and apply the lessons to new situations
Living the values
LEVEL D - Acts as a role model in promoting Malaria Consortium's values ✓ Champions and takes ownership of corporate decisions, values and standards and ensures team members implement them in a positive manner ✓ Acts as role model internally and externally in promoting Malaria Consortium's values ✓ Is accountable for ensuring that cultural awareness is demonstrated across the area(s) they manage

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