|  |
| --- |
| **TITLE:** Finance Manager – Financial Planning & Analysis |
| **TEAM/PROGRAMME:** Financial Planning & Analysis | **LOCATION:** London (10% travel) |
| **GRADE**: C | **CONTRACT LENGTH:** Permanent  |
| **CHILD SAFEGUARDING:** Level 2: *either* the role holder will have access to personal data about children and/or young people as part of their work; *or* they will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). |
| **ROLE PURPOSE:**The role of the Financial Planning & Analysis team is to provide quality strategic insight, process management & business engagement, driving global financial planning and analysis processes’The purpose of the role is to deliver FP&A activities and provide professional and value-added support to the Head of Financial Planning and Analysis. The role holder will be responsible for working as part of a team to implement the key FP&A deliverables across one of two Workstreams. Workstream 1 – Country/Regional Office Planning Forecasting & MonitoringWorkstream 2 – Centre/Strategic Projects Planning Forecasting & Monitoring |
| **SCOPE OF ROLE:** **Reports to:** Head of Financial Planning & Analysis or Head of Management Accounts**Dotted Line to**: Senior Finance Manager – FP&A**Financial and HC Dimensions:** Supports budget holders managing budgets of up to $20m or 2-3 Regional offices managing annual program budgets of $0.1-0.4 billion each.**Staff directly reporting to this post:** none**Team size:** 16 |
| **KEY AREAS OF ACCOUNTABILITY:*** Support the FP&A leadership with implementation of the budgeting process, plus the design of tools, templates and guidance.
* Provide support on target setting and KPI design.
* Provide management reporting and KPI commentary for allocated areas.
* Create financial analysis to provide insight and timely actionable information
* Produce ad hoc financial analysis for SCI Leadership and stakeholders.
* Work with stakeholders to deliver targets and financial KPIs including benefit realisation from strategic projects.
* Act as a business partner for senior stakeholders providing guidance and advice and dealing with all finance-related queries.
* Manage the financial calendar for SCI.
* Recommend internal process improvement as required, to enable high quality finance support to business partners
* Support Finance projects where required and including the on-boarding of transformation projects into BAU processes within FP&A.
* Provide In-country and surge support in country and regional offices as required
* Undertake additional duties, supporting other senior Finance staff as and when required
 |
| **SKILLS AND BEHAVIOURS (SCI Values in Practice**)**Accountability:*** holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, budget holders, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
 |
| **QUALIFICATIONS** Part Qualified ACA or CIMA, or equivalent, or relevant experience  |
| **EXPERIENCE AND SKILLS****Essential*** Proven experience in budgeting and forecasting
* Ability to liaise remotely with a wide range of people at all levels and across different cultures and to act with credibility, tact and diplomacy
* Excellent stakeholder management and strategic influencing skills
* Ability to be proactive and logical in problem-solving scenarios
* Thorough – high attention to detail and takes pride in delivering accurate, high quality work
* A thorough understanding of financial systems and procedures
* Excellent IT literacy including expertise in spread sheet modelling and analysis
* Strong time management skills with an ability to plan ahead, anticipate requirements, and obstacles, and an ability to juggle competing priorities successfully, and to work to tight deadlines
* Conscientious and client focussed
* Maintains a calm disposition and positive outlook particularly when working under pressure
* A full appreciation of the value of co-operation, both internationally and within a team environment
* Commitment to Save the Children values
* Verbal and written fluency in English

**Desirable*** Experienced in a multi-currency multi sector finance environment
 |
| **Additional job responsibilities**The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The post holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Health and Safety**The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by: Andy Whitfield** | **Date:**  |
| **JD agreed by: Ian MacTavish** | **Date:**  |
| **Job Description updated By:** | **Date:** |
| **Evaluated:** | **Date:** |