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| **TITLE:** Finance Manager – Member Finance Support | | |
| **TEAM/PROGRAMME:**  Member Finance Support | **LOCATION:**  London (15% - 20% travel) | |
| **GRADE**:  TBC | **CONTRACT LENGTH:** Initial 9 months, with the potential for extension | |
| **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). | | |
| **TEAM & ROLE PURPOSE:**  The Member Finance Support team provides the interface between the SCI Finance function and the Finance teams of members. Its responsibilities are wide-ranging and include:   * Collaboration with member Finance teams on collection and analysis of global Save the Children data (annual results; quarterly fundraising; budgets, forecasts and strategy; income and cost ratios; other KPIs) * Presentation of global Finance priorities and findings to various stakeholder groups * Tracking and reporting on Member accountability metrics * Definition and implementation of acceptable financial structures, controls and governance for members * Providing Finance input and support to the Restricted Income portfolio project (win rates; Global Account Review; account management) * Capacity building for members and additional support as required * Finance business partner to the Member Growth team on:   + Building our base of Unrestricted Income through investment in fundraising, particularly in priority markets   + Development of agreed methodology for calculating Return on Investment for fundraising expenditure   + Organisational Development in Future Leaders and Prospect Members   + Strategy process (2019-21)   + One-off assignments with members as required   + Tracking results against budget of the Member Growth Fund and overheads.   The Finance Manager role is one of two similar positions with responsibility to lead or support (as appropriate) on delivery of the Member Finance Support team objectives outlined above. The two Finance Managers have distinct roles, but will be expected to understand each other’s responsibilities and assist / provide cover as required. | | |
| **SCOPE OF ROLE:**  **Reports to:** Head of Member Finance Support  **Financial and Headcount Dimensions:** Supports up to 29 Save the Children members generating cumulative income of $2.2 billion, together with a small number of prospect members.  **Staff directly reporting to this post:** none  **Team size:** 3 - 5 | | |
| **KEY AREAS OF ACCOUNTABILITY:**   * Support the Head of Member Finance Support in design and implementation of the strategy / budgeting process for members, including analysis and presentation of key findings * Lead on analysis and presentation of findings from other member data (annual results; income generated and trends; cost structure; accountability metrics) to provide insight and timely actionable information * Support workstream to define Return on Investment methodology and its application to development and review of fundraising investment business cases * Provide finance support to all aspects of the fundraising global priority (growing Unrestricted Income) * Support Restricted Income projects as required (win rates; Global Account Review; Account Management) * Build relationships and work with member Finance teams to deliver agreed objectives * Lead on business partnering with individual members’ Finance teams (relevant members to be confirmed) * Finance capacity-building in members in both developed and emerging countries, supporting design of financial controls, systems, processes and organisational structure * Lead and develop internal processes as required, to enable high quality finance support to business partners * Provide analysis and commentary on results as required * Undertake additional duties, supporting other senior Finance staff as and when required * Play full role in development of the Member Finance Support team, the Member Growth Team and of the wider Save the Children Finance community. | | |
| **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 * future orientated, thinks strategically and on a global scale   **Collaboration:**   * builds and maintains effective relationships, with their team, colleagues, 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**  Fully Qualified ACA or CIMA, or equivalent, or qualified by experience | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Proven experience in financial accounting, budgeting, forecasting and reporting in an international multi-currency environment * Ability to build strong relationships in person and remotely with a wide range of people at all levels and across different cultures and to act with credibility, tact and honesty * 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 complex spreadsheet 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 focused * 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 | | |
| **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. | | |
| **Health and Safety**  The post holder is required to carry out the duties in accordance with SCI Health and Safety 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. | | |
| **JD written by: Nigel Gavin** | | **Date:** |
| **JD agreed by: Ian MacTavish** | | **Date:** |
| **Job Description updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |