

# Job Framework:

## Senior Donor Finance Manager



General role information	
<b>Job Title:</b>	Donor Finance Manager
<b>Reporting to:</b>	Senior Donor Finance Manager
<b>Salary Band:</b>	BG 9
<b>Notice period:</b>	2 months
<b>Career Band:</b>	
<b>Budget Responsibility?</b>	No
<b>Direct Reports?</b>	No
Introduction:	
<p>MSI Reproductive Choices is one of the world's leading providers of sexual and reproductive healthcare. We believe that everyone should have the right to choose. From contraception to safe abortion and life-saving post-abortion care, we are committed to delivering compassionate, affordable, high-quality services for all.</p> <p>Today, our organisation has over 9,000 team members working in 37 countries across the world. Our success lies in the fact that MSI teams are locally led, entrepreneurial and results-driven, and are passionate about delivering high quality, client-centered care in their own communities. As a social business, we focus on sustainable delivery, efficiency, and funding models that are built to last, so that the women and girls we serve today will have a choice in the future too.</p> <p>We know that access to reproductive choice is life changing. For some, it can mean the ability to complete an education or start a career. For others, it means being able to look after the family they already have. For everyone, it means the freedom to decide their own future, creating a fairer, more equal world.</p>	
The role	
<p>MSI seeks an exceptional Donor Finance Manager for a large five-year, multi-country, family planning activity. This role will also have a broader remit in leading MSI's FCDO engagement.</p> <p>The role is part of the wider Global Accounting Team (GAT) and is a core member of the Donor Finance Team (DFT). The role will also support the Project Director, Deputy Project Director and Project Officers and will be responsible for ensuring a smooth and efficient start-up the programme, the effective day-to-day financial management of core activities, and financial oversight of buy-in activities. They will support the Project Director and Deputy Project Director with the review of budgets, financial reports, and payment by results models.</p> <p>They will also ensure financial compliance with FCDO rules and support in the role out of training to country programmes and partners. They will play a key role in supporting the financial management of project partners and the oversight of the performance based financial model.</p>	

All MSI Reproductive Choices job framework is 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](mailto:recruitmentinbox@msichoice.org)

### Key Responsibilities

#### Key tasks will include:

- Familiarity with relevant standard provisions and financial regulations to enable effective monitoring of the programme.
- Responsible for the set-up of new projects in the SUN accounting system, adhering to the MSI project start-up activities.
- Support the Project Director and Deputy Project Director to provide financial oversight for project activities and developing financial monitoring templates for effective coordination and collaboration across all country-level projects.
- Promote best practice through collaboration with the wider DFT team, finance capacity building of project staff, and strengthening the finance capacity of implementing partners.
- Oversee the development, review, and finalization of project documents including but not limited to – financial reports, payment requests, budgets, and reforecasts.
- Support our Country Programmes and local partners with the financial management and reporting of this project; this will be done through in-country support visits as well as remote support.
- Ensure accurate donor reports are submitted on a timely basis to donors and ensuring the financial information in donor reports reconciles to SUN, links to project activities and is compliant with donor regulations.
- Ensure the timely monitoring of grants receivables balances to ensure invoices have been paid and that cash flow forecasting for the projects supported is accurate.
- Support country teams and implementing partners with donor audits conducted.
- Reconcile deferred income balances ensuring linkage to donor reports.
- Ensure that the treatment of financial transactions in country programmes is in line with MSI financial policies and procedures, best practice and follows donor rules.
- Support the year-end audit process including providing supporting documentation and schedules.
- Review project balances disclosed in the statutory financial statements for accuracy and completeness.
- Ensure close out activities are followed and consistent with both FCDO and MSI project close-out guidelines.
- Work closely with the Head of Donor Finance to improve the quality of relevant MSI financial policies and procedures.
- Provide technical assistance to MSI's broader programme portfolio as required.
- Undertake any other reasonable duties to support the Donor Finance Team with core deliverables, as requested by the Head of Donor Finance.

### Key Skills

#### To perform this role, it is essential that you have the following skills:

- Ability to work in a diverse and inclusive environment, respecting and collaborating with all individuals equally, and with a commitment to overcome bias and prejudice.
- Demonstrated financial management, analytical and computer skills, with emphasis on budgeting and financial analysis.
- Excellent understanding and demonstrated knowledge of FCDO planning, finance, compliance and reporting systems.
- Demonstrated ability to establish and maintain effective relationships across an organisation to achieve mutual objectives and maximise opportunities.

- Excellent people and negotiation skills and ability to work effectively in cross-cultural settings and with a wide variety of stakeholders.
- Analytical approach to information gathering and dissemination.
- Effective communicator demonstrated on both financial and narrative reporting.
- Fluent English oral and written communication skills.
- Fluent French oral and written communication skills.

### Key Experience

To perform this role, it is **essential** that you have the following experience:

- Experience in project accounting, payment by results and financial management of donor-funded activities of £15 million or more.
- Experience of financial reporting to governmental, private, and institutional donors
- Experience working with financial software and system (SUN systems and Q&A preferred).
- Experience in multi-currency reporting and accounting
- Experience in risk management and implementation of internal controls.

### Formal Education/qualification

- Degree in business administration, accounting, finance, or another relevant field.
- Professionally Qualified Accountant (ACCA, ACA, CIMA or other recognised accounting qualification)

### Personal Attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, all united by a belief in our mission and a focus on delivering measurable results. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, curious, resilient, and solutions-oriented, and be committed to promoting equality, and safeguarding the welfare of team members and clients alike.

**For this role, we're looking for an individual who is:**

- A strong supporter of the cause of family planning and a woman's right to safe abortion (pro-choice)
- Quality-focused and results-orientated
- Proactive
- Highly organised
- Decisive and confident
- Resourceful and determined.
- Self-aware
- Willing to travel (approximately 25% travel).

### Our Values

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**Mission Driven:** With unwavering commitment, we exist to empower women and men to have children by choice not chance.

**Client Centred:** We are dedicated to our clients and work tirelessly to deliver high-quality, high-impact services that meet their individual needs.

**Accountable:** We are accountable for our actions and focus on results, ensuring long term sustainability and increasing the impact of the Partnership.

**Courageous:** We recruit and nurture talented, passionate, and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.

**Resilient:** In challenging situations, we work together and support each other, adapting and learning to find solutions, whatever we're up against.

**Inclusive:** We believe that diversity is a strength. We all play our part in creating a culture where every team member can thrive, feel valued and contribute meaningfully to our mission, and where all our clients feel welcome and supported.

By signing below, you indicate that you have read and agree to this job framework.

<b>Full Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	