

Job Framework

JOB TITLE: Management Accountant



General role information

Job Title:	Management Accountant
Reporting to:	Associate Director, Financial Services
Salary Band:	BG 7
Notice period:	2 months
Career Band:	BG 7
Budget Responsibility?	N
Direct Reports?	N
Client facing role?	N

Introduction:

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.

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-centred 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.

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.

The role

Reporting to the Associate Director, Financial Services, the post holder will be a key member of the Global Reporting Team, with primary responsibility to assist in the production of the Global Support Office management accounts.

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

Key Responsibilities

- Prepare and evaluate financial data and information, ensuring accuracy, timeliness and alignment with established policies, procedures, and data quality standards.
- Conduct regular reporting to provide cost centre managers with the information required to make informed decisions for budget management, and continuously examine reporting processes for potential improvements.
- Identify and recommend improvements to team processes and policies, considering relevant quality standards, best practice, and organisational needs.
- Provide advice on all regular budgeting, forecasting, and reporting processes, ensuring that cost centre managers understand what's expected of them and any associated risks.
- Advise non-finance team members and external partners on key financial policies, timelines, and procedures to build awareness and understanding.
- Anticipate any issues affecting the quality or timely submission of financial data and information and ensure that this is escalated as appropriate.
- Organise and reconcile financial data such as balance sheets, profit and loss accounts, intercompany transactions, schedules, and journals for recharging, ensuring accuracy and alignment with established data quality standards.

Key Skills

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

- Strong MS Excel, MS Word, Outlook, and PowerPoint skills
- A high level of numeracy
- Attention to detail
- An analytical approach

Key Experience

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

- AAT qualified or Part Qualified Accountant (or equivalent)
- Experience of using the SUN Accounting System
- Experience of working in a large, complex organisation, with a good understanding of intercompany and intracompany accounting
- Demonstrably strong Microsoft Excel skills and good broader Microsoft Office skills
- Good IT skills, particularly in the use of new apps and software

Formal Education/qualification

- AAT qualified or Part-Qualified Accountant (or equivalent)

Personal Attributes

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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 are 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 are looking for an individual who is:

- Committed to the protection of team members and clients, with a focus on vulnerable groups.
- Able to role-model inclusive and culturally sensitive attitudes and behaviours
- General interest in international development and/or reproductive health issues
- Pro MSI philosophy of social enterprise and cost recovery
- Pro MSI Philosophy of reproductive rights
- Enthusiastic, positive, determined.
- Able to work on one's own initiative.
- Calm under pressure.
- Flexible
- Assertive and diplomatic
- Sound judgement
- Proactive/ innovative
- Able to work as part of a team.
- Highly developed communication skills
- Enjoys working with people from different backgrounds and in culturally diverse environments

Our Values

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

Client Centered: 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.

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

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Full Name:	
Signature:	
Date:	

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