

Job Framework:

Senior Manager, Shared Services & Financial Capacity Building



General role information	
Job Title:	Senior Manager, Shared Services & Financial Capacity Building
Reporting to:	Associate Director of Global Finance
Notice period:	3 Months
Career Band:	BG 10
Budget Responsibility?	N
Direct Reports?	2
Client facing role?	N
About MSI Reproductive Choices	
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 lifesaving 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	
The MSI Global Finance department led by the CFO, is mainly based in MSI's London Support Office in central London. The Global Finance Department includes the Global Accounts Team (of which this role is part), Global FP&A, and GIS. Reporting to the Associate Director of Global Finance, the post holder will be responsible for developing a financial competency framework, developing the capacity of the wider GAT team, working with regional finance director to ensure these teams and country programme finance team have the right skills, and knowledge to work at their relevant level. The post holder would also be responsible for the management of the Shared Services Team (Purchase Ledger and Payroll) based in London.	

All MSI Reproductive Choices job descriptions are 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

Job Framework:

Senior Manager, Shared Services & Financial Capacity Building



Key Responsibilities

Global Finance Team Development and Training

- Develop a competency framework for the finance department that identifies the knowledge, skills and behaviours that are expected at each level.
- Ensure succession planning is in place for all critical finance roles for the group.
- Develop induction plans for each role within the Global Accounting Team with support from the current post holder, in line with the competency framework.
- Work with the Finance Transformation Manager on documenting all current procedures within GAT, with the goal of process improvement, improving the controls environment, and reducing reliance on manual processes.
- Develop a robust induction framework for incoming country programme Finance Director.
- Design a comprehensive programme of training for country finance teams. Working with the Regional Support Teams on a training of trainer approach.
- Ensure global finance training resources support and enhance the understanding and implementation of MSI's Global Finance Policies.
- Work with the global training team to ensure that there are high quality and relevant finance training courses available on the global learning management system.
- Create accounting and excel screening tests to be used when recruiting new finance staff.

Technical Accounting and Global Finance Policies:

- Keep MSI's Global Finance Policies up to date while ensuring high quality and consistent format
- Develop new policies where required to fit changes in MSI's operating model with guidance from the ADGF
- Work with other finance teams to identify gaps or improvements in the policy framework
- Ensure all policies are launched with sufficient communication, support, tools and training

Purchase Ledger and Expenses:

- Supervise the Purchase Ledger and Expenses Manager in the day-to-day management of the function.
- Ensure strong financial control environment and policy compliance by reviewing current state, gap analysis and supporting AP manager to implement process improvements.
- Support and advise on process transformation, including going 'paperless' and automation where possible.
- Provide technical support, oversight and expertise as required.
- Authorisation of payment runs, journals and other outputs.

Payroll:

- Supervise the Payroll Manager in the day-to-day management of the function.
- Ensure strong controls environment, HMRC and policy compliance.
- Liaise with overseas colleagues, HR Business Partners, and external tax advisor to support tax compliance for international assignees.
- Provide technical support, oversight and expertise as required.
- Authorisation of payment runs, journals and other outputs.

All MSI Reproductive Choices job descriptions are 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

Job Framework:

Senior Manager, Shared Services & Financial Capacity Building



- Mentor payroll manager to improve controls, such as Gross to Net review, Approval of Starters/Leavers/Amendments, system access controls, standing data updates, flux analysis, reconciliation of payroll journals between payroll system and ledger, use of payroll control accounts.

Team Development

- Upskill the Accounts Payable and Payroll teams to increase their awareness of financial accounting (including debits/credits, journals, accruals, provisions, write offs and how to calculate and document them), data analysis, Excel skills.
- Mentor team members to encourage a questioning and process improvement mindset, to identify ways to improve efficiency and build capacity.
- Identify training requirements of team members and support them to complete required internal/external training. Track and encourage use of the annual staff training budget.

Miscellaneous:

- Provision of additional information and reports as required.
- Any other reasonable duties as requested.

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.

- Excellent numerical and excel skills.
- Strong communicator with the ability to influence.
- Strong team player – someone who can build good relationships both within the global finance function and in the wider organisation.
- Excellent organisational skills and ability to juggle multiple pieces of work simultaneously.
- Strong attention to detail.

Key Experience

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

- Team development following a structural change.
- Strengthening a finance department to ensure role ownership at each level
- A strong background of identifying and responding to finance risks, implementing controls and process improvement.
- Management of a payroll department.
- Management of a purchase ledger department.
- Writing and reviewing policies and procedures
- Use of accounting and reporting systems (Ideally Q&A and Sun)
- People management.

All MSI Reproductive Choices job descriptions are 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

Job Framework:

Senior Manager, Shared Services & Financial Capacity Building



- Working to tight deadlines and managing conflicting priorities.
- Knowledge of Charity SORP

The following experience is desirable:

- Working within the international charity sector.
- Preparation of management accounts.
- Preparation of financial statements and assisting with annual audits.
- Design and delivery of finance training.
- Succession planning.

Formal Education/qualification

- Professionally Qualified (ACA, ACCA, CIMA, other) – essential.
- Educated to degree level or equivalent (accounting or business degree desirable).

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:

- 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.
- Responsive to changing priorities and demands.
- Pro choice

Our Values

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.

All MSI Reproductive Choices job descriptions are 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

Job Framework:

Senior Manager, Shared Services & Financial Capacity Building



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.

Signature

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

Full name:

Signature:

Date:

All MSI Reproductive Choices job descriptions are 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