

General role information	
<b>Job Title:</b>	Cost and Pricing Manager
<b>Reporting to:</b>	Cost and Pricing Senior Manager
<b>Salary Band:</b>	BG9
<b>Notice period:</b>	2 months
<b>Career Band:</b>	8
<b>Budget Responsibility?</b>	N
<b>Direct Reports?</b>	N
<b>Client facing role?</b>	N
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 Reproductive Choices (MSI) is one of the 20 largest charities in the UK; providing family planning &amp; safe abortion services across the globe. MSI operates as a social enterprise, and revenues are split between donor income and revenue from clients that receive our services.</p> <p>The Global Accounting Team is responsible for core financial accounting, producing consolidated global financial information and preparing the group management accounts, group statutory accounts and Global Support Office management accounts</p> <p>MSI receives substantial amounts (&gt; £160m p.a.) of funding from a variety of governmental and private donors (including DFID, USAID and Gates Foundation) for its international family planning activities in 37 countries around the world. We are recruiting a talented, experienced and driven accountant to lead restricted income accounting across the organisation</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)

The Cost & Pricing Manager is a core member of the Donor Finance Team (DFT), which sits within the Global Accounting Team (GAT) at MSI. The role has a strong business partnering relationship with the Programme Design and Development Team (PDD) who are responsible for supporting MSI country programs and support teams to develop high quality donor proposals.

## Key Responsibilities

### Cost and pricing analysis responsibilities

**Developing cost proposals:** Contributing to the proposal development process including the coordination of the cost proposal; reviewing the budget template and donor requirements to provide accurate guidance to MSI Country Programmes; ensuring responsiveness to all donor requirements; that all appendices for cost proposals are assembled correctly and to the standard required; and that final cost proposals submitted are in line with MSI policies. This may include travel to a country programme to assist in the building of the budget when required. For multi-country bids the candidate will provide clear guidance, collect and consolidate budget inputs from MSI country programmes, donor teams, regional finance teams, and HQ finance as required.

**Managing relationships with internal and external stakeholders:** Coordinate with partners including the provision of budget guidelines and timelines, review of partner budget submissions and ensuring these are submission on time and meet the standards required by MSI and the donor. Ensuring the handover from the proposal stage to securing a project is effectively managed with regards to the MSI regional operations team, DFT, legal and donor compliance team, and the country programme.

**Knowledge management & tools development:** Help develop and communicate standard budgeting guidance and donor funding expectations to Country Programmes and other teams at MSI. Train Country Programmes how to use the MSI proposal template. Develop tools and systems for developing proposals and budgets.

**CRM, Pipeline & Fundraising reporting:** Support the Donor Forecast & Pipeline Development Project Manager as needed to provide reports and analysis for the Fundraising Team.

### Other broader business partnering responsibilities.

#### Project cycle management

- Ensure that MSI has a good understanding of project coding, grant and contract payment terms, start and end dates, indirect income calculations and the location of cash received at the commencement of a project.
- Ensure MSI promptly closes the financial accounting for all projects, with no remaining balances.
- Work with the SUN team to ensure that codes are opened/closed as necessary.
- Provide training to country programmes and regional teams in project cycle management.

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## Statutory and Donor Audits

- Ensure year end analysis of project balances is sufficient to enable restricted project activity to be included within MSI statutory accounts.
- Assist partners and in-country staff in preparing for donor audits and provide necessary information and paperwork.

## Project accounting and project business partnering

- Review country programme and external partner budgets for donor proposals (including payment by results) to ensure the budget is consistent with the technical approach, includes all appropriate costs and is consistent with MSI policy including cost recovery and approved in line with the sign off matrix.
- Responsible for the accurate set up of new projects in the SUN accounting system, adhering to the MSI project start-up checklist (including setting up of the PFR).
- 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.
- Regularly review and provide analysis on the Project Finance Reports (PFRs) for the projects you support.
- Ensure invoices are submitted to donors on a timely basis and monitor grants receivable balances on a regular basis to ensure invoices have been paid.
- Provide information to ensure accurate cash flow forecasting and monitor receipts in line with forecast.
- Provide cumulative financial analysis on the life of a project. This information will inform our statutory accounts and ensure donor reports are accurate.
- Monitor consortium partners' financial performance and compliance with the donor's reporting requirements.
- Ensure on-going changes in donor financial guidelines are understood by donor teams and country programmes and relevant changes made to systems & procedures.
- Ensure that projects are closed out in a timely manner, following the MSI project close-out guidelines.
- Reconcile deferred income balances on a project-by-project basis – ensuring linkage to donor reports, prepare journals to recognise foreign exchange gains and losses.
- Ensure that the treatment of financial transactions in designated country programmes is in line with MSI financial policies and procedures, best practice and follows donor compliance.
- Ensure performance margins for payment by results projects are appropriately tracked and accounted for.

## Other work

- Undertake any other reasonable duties, as requested by the Head of Donor Finance or Global Financial Controller.
- Contribute to the improvement of team processes and policy, considering relevant standards, best practice and organisation needs.

## Key Skills

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

- Advanced MS Excel Skills
- Excellent attention to detail
- Commercial understanding
- 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.
- High levels of numeracy
- Analytical approach to information gathering and dissemination.
- Effective communicator, demonstrated on both financial and narrative reporting

## Key Experience

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

- Background of analytical, quantitative, and problem solving
- Experience in an analytical/financial role
- Engaging multiple stakeholders across different departments
- Working and prioritising multiple deadlines
- Experience in project accounting and financial management of large international projects and country programmes
- Experience of financial reporting to governmental, private, and institutional donors
- Experience working with financial systems and software (SUN systems preferred) and Q&A
- Experience working in a not-for-profit environment (Preferred) and organisational headquarters.

## Formal Education/qualification

The following experience is desirable but not necessary:

- A degree in a numerate subject and/or professional finance qualification.
- Studying towards an accountancy qualification – CIMA / ACCA / ACA / ICAEW
- Certified accountant ACA, ACCA, CIMA or equivalent

## 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.

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## 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
- Ability to manage a heavy and fluctuating workload. Results orientated.
- Demonstrates MSI team member behaviours.
- Pro MSI philosophy of social enterprise and cost recovery
- Ability to travel up to 12 weeks a year.
- Pro choice

## 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.

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

**Full Name:**

**Signature:**

**Date:**