

# Job Framework:

## FINANCE DIRECTOR AFRICA



General role information	
Job Title:	Finance Director Africa
Reporting to:	Senior Director, Africa
Salary Band:	BG 12
Notice period:	3 Months
Career Band:	
Budget Responsibility?	Yes
Direct Reports?	Yes
Client facing role?	Yes
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>You will line manage Regional Financial Managers, to ensure high quality, disciplined and supportive financial structure is in place to support all programmes under MSI Africa. You will also be responsible for managing the Regional Finance Teams and coordinating with MSI Senior Director, Africa and Director, Africa Deputy to ensure strong financial oversight of country programmes. Moreover, you will develop and implement the necessary strategy to ensure standardization, simplification and compliance across MSI Africa operations.</p> <p>Working closely with the MSI Senior Director, Africa you will have significant internal and external facing responsibilities ranging from ensuring compliance with MSI's financial internal standards to representing MSI financial systems vis-a-vis donors and strategic stakeholders.</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

#### Leadership

- Direct line management responsibility for Regional Finance Managers. Recruit and induct cluster finance managers (based in programmes)
- Support the Senior Director, Africa and Director, Africa Deputy in detecting, monitoring and managing programme financial risks including identifying early warning signs of faltering country programmes and potential under-delivery on commitments that could endanger the performance of country programmes and the achievement of MSI Africa plans.
- Design and implement a strategy to ensure standardization, simplification, and compliance across key financial processes and systems
- Design and implement a strategy to proactively identify and manage key financial risks including tax, governance
- Design and implement a strategy to build the financial acumen across operational teams in the MSI Africa Support Teams as well as in-country leadership including Country Directors and SMTs
- Working with Senior Africa, Director improve the bottom line for the region through increased efficiency of operations, sound financial management, revenue growth and optimising earned income from selected MSI outlets
- Responsibility for the professional development of the Finance Directors and Senior Finance managers in the country programmes.
- Induct finance managers on the multifaceted aspects of finance in MSI

#### Financial Operations

- Support Regional Finance Managers and country finance directors to use and comply with MSI systems
- Provide direct support to Regional Finance Managers and country finance directors as needed
- Identify gaps in country and cluster financial reviews and provide leadership in closing those gaps
- Identify gaps in country business plans and provide leadership in closing the gaps
- Provide quality assurance on financial data, analytics and use of the data for decision making
- With Regional Finance Managers and Country Finance Directors implement process improvement strategies, standardization and simplification initiatives across the continent
- Track program financial performance across the clusters and continent and support the MSI Senior Director, Africa and Director, Africa Deputy in providing timely and appropriate support and feedback to Finance Directors and Country Directors in country programmes
- In conjunction with country programmes, Senior Director, Africa and Director, Africa Deputy, Regional Strategic Business Director, and the Regional Operation Managers contribute to new business development strategies and appropriate donor proposals including evaluation of the budget
- Assure and support donor, financial, legal and contractual compliance in country programmes through system and process improvement; identify gaps in control and non-compliance; and develop action plans and provide leadership in closing those gaps
- Scrutinize and make recommendations on business plans, investment proposals & quarterly forecasts
- Oversee audit arrangements, both internal and external, and monitor implementation of recommendations from these audits
- Maintain strong functional links with the global finance team in London
- Monitor progress of regional finance team's KPIs across MSI Africa

#### Governance and Risk

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- Working with Senior Director, Africa and Director, Africa Deputy to ensure strong financial management and robust internal controls are in place for the continent and that the programmes adheres to local statutory obligations, MSI audit standards and international development donor requirements
- Working with Senior Director, Africa and Director, Africa Deputy to ensure all countries legal entities fully acquit their statutory and regulatory responsibilities whether they are branch offices or independent entities
- Ensure compliance with key policies and procedures such as MSI anti-fraud and bribery (AFB)

### Accountability and Partnership

- Promote One MSI, encouraging cooperation and supporting learning across the partnership
- Ensure the MSI Partnership Manual guidelines are observed, meeting MSI best practice and minimum standards
- Ensure country programmes finance policies and processes and procedures are in line with best practice and local legislation
- Actively participate in regional and international meetings of the MSI Global Partnership
- Undertake any other responsibilities, which contribute to the efficient running of the organisation, its programmes and its future development

### Key Skills

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

- Effective interpersonal skills, with the ability to lead, motivate and guide finance leadership across the continent and in regional support structure.
- SUN accounts (ideally), Vision XL and Excel skills
- Highly motivated with the ability to motivate and develop the skills of the team and inspire individuals and teams through situational leadership and by providing clear direction

### Key Experience

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

- Proven experience of financial leadership within a complex, multi-regional business
- Experience of developing and successfully implementing different financial strategies, with demonstrable push to implement a standardization and simplification across a complex business.
- Experience of communicating a range of complex issues with the ability to convey an inspiring vision.
- An understanding of major policies/ issues that arise when implementing in Africa, strong knowledge of good business practices
- An international mind-set, with an understanding of social businesses, together with an appreciation for cultural differences
- Experience in working with social business preferably in a developing country.
- Experience in producing, delivering and presenting meaningful financial analysis and recommend appropriate actions to enhance organizational performance
- Experience in initiating, developing and maintaining relationships with their staff, peers and external stakeholders at a senior level
- Knowledge and experience of the region
- Demonstrable ability to communicate effectively both orally and in writing, including with people who do not have a background in finance

### Formal Education/qualification

- Qualified accountant
- Degree-educated or equivalent
- Relevant post-graduate qualification e.g. MBA, MSc, MA (desirable)
- Knowledge of English (Required)
- French language knowledge preferred but not essential

### 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:

- Energetic, driven and an unwavering commitment for MSI's mission, with the ability to push boundaries, and make tough decisions and challenge others in line with our mission
- Passionate about system and process improvements to consistently meet and exceed expectations, putting the clients at the centre of everything, and ensuring we deliver high quality, high impact services that meet their individual needs
- Able to work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures
- Commercially minded, understands the levers for profitability for success within the marketplace. Focuses on results, ensuring long term sustainability and increased impact
- Takes accountability for the decisions made and the behaviours demonstrated
- Aware of the emerging developments within our sector, with the ability to focus and articulate a vision of the future which inspires and excites others, while understanding the detail and looking for the evidence
- Highest levels of integrity, and a strong ethical sense
- Able to travel throughout Africa and internationally

### 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.

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**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:**