

Job Framework:

Finance Director



General role information	
Job Title:	Finance Director
Reporting to:	Country Director
Grade:	Director
Probationary period:	6 months
Direct Reports	Yes
Introduction:	
<p>MSI Nigeria is a result-oriented Social Business, which uses modern management and marketing techniques to provide reproductive health care and allied services. MSI's goal is to meet the needs of underserved Nigerians by improving access and use of a range of reproductive health services. MSI is part of Marie Stopes International's Global Partnership which is in over 37 countries worldwide.</p>	
Objective	
<p>The core responsibility of the Finance Director is to provide strategic financial management, vision, and leadership while ensuring compliance with accounting, legal, global, and donor requirements.</p> <p>The role also contributes to furthering MSI's Vision: To create A WORLD IN WHICH EVERY BIRTH IS WANTED and its mission of ensuring the individual's right to: CHILDREN BY CHOICE NOT CHANCE</p>	
Key Responsibilities	
<p>Provide Strategic and Management leadership.</p> <ul style="list-style-type: none">• Deliver sustainable business growth through adaptation of Commercial Business Practices (as part of the Senior Management Team (SMT))• Provide financial analysis that will drive strategic planning, and aid the development of the annual business plans. Focus on why, where, and to what extent the organisation must invest in or exploit knowledge. Strategies, products and services, alliances, acquisitions, or divestments should be considered from knowledge-related points of view while highlighting the Return on Investment (ROI) and business impact.• Advise the SMT on innovative financing options to pay for health services (e.g., insurance, vouchers, service agreements with companies) with a view to becoming a sustainable organisation.• Provide ideas and influence to expand our social business, both private and public sector initiatives, and drive improvement of key efficiency areas.• Define and track financial indicators that will improve the cost efficiency of MSIN Operations and advise the SMT of the impact on each channel. <p>Devise accurate, realistic, and inclusive budgets for MSI's global programme, for donor funding bids, and for sub-departments.</p> <ul style="list-style-type: none">• Timely preparation of annual operational and capital budgets, with quarterly reviews: solid budgets prepared with budget holders as the basic guiding tool for the optimal use of MSIN's resources to achieve the organisation's objectives.	

- Monitor expenditure trends and provide timely advice and analysis of potential over or under spends to the Senior Management Team (SMT), and other budget holders such as project managers, to allow managers to make required adjustments to meet their financial goals.
- Monitor programme support costs and ensure that MSIN is maximising on cost efficiencies.
- Provide training and continuous support to the SMT, budget holders, and project managers to ensure proper understanding, ownership of, and engagement with financial results.
- Provide sound financial advice to the country director, the program board, and other senior management colleagues in London.

Oversee and ensure financial systems, procedures, and reports, that enable efficient and compliant use of MSI funds and assets in the delivery of work.

- Interpret financial data, and provide financial consultation and advice to solve complex financial problems.
- Coordinate financial reporting, briefing with donors, MSIN, and government entities. Prepare donor financial reports in line with donor reporting requirements and standards.
- Ensure organisational internal controls and systems are maintained and adhered to, identifying key risk areas and addressing them.
- Ensure any changes in legislation or organisational structure are reflected without delays in internal controls and systems. Maintain an effective control structure.
- Provide technical financial staff training where necessary to ensure understanding and compliance with MSI global financial policies.

Effective management and oversight of MSIN working capital, investments, and financial obligations.

- following up and ascertaining donor cash inflows, strict expenditure control, and a strong understanding of programme requirements.
- Manage investments, debtors, creditors, and advances from donors and their accurate recording and reconciliation on the Balance Sheet.
- Ensure that all statutory requirements are met on time i.e. PAYE, VAT, Income Tax, Pension, etc. Ensure the regulatory requirements of all statutory bodies are met with regard to MSI's financial affairs.
- Ensure contractual obligations are financially sound and appropriate for the organisation.

Oversees the management of Inventory and Assets of the Organisation to ensure maximized value

- Ensure the availability of up-to-date records on assets and inventory and movement of same within the organisation.
- Manage stock forecast, planning, and restocking to ensure zero stock out
- Ensure compliance with donor requirements on assets procurement, cost allocation, use, and disposal as per donors and MSI global guidelines.
- Ensure stock usage and service numbers are reconciled each month by the inventory team.
- Coordinate routine and annual stock-taking and assets verification exercises, internally and with auditors.
- Keep updated stock and inventory SOP's as per MSIN changing requirements.
- Provide support to the Commercial Sales division on supply chain management.

Responsible for accurate and timely group reporting, while dealing with internal and external auditors.

- Ensure timely accurate preparation of the organisation's monthly financial management accounts.
- Ensure compliance with the group finance manual.
- Coordinate the financial audit, preparation of statutory accounts, and subsequent annual reports.
- Prepare donor financial reports in line with donor reporting requirements and standards.
- Liaise with internal audit and external auditors.

Leadership of a team that is developing and improving continuously.

- Lead and manage members of the finance and Inventory/Assets Management team to build their capacity and strengthen competency and professional development.
- Conduct regular staff performance appraisals, monitoring progress and setting objectives.
- Review the operational structure of the finance department to ensure that all roles and responsibilities are relevant to the needs and demands of the organisation.

Skills, Experience & Qualification

- At least ten years' experience in a leadership role for a large division or company.
- Qualified / Chartered Accountant (ACA, ACCA).
- Degree-educated or equivalent.
- Experience in strategic planning and execution of plans to achieve objectives and targets.
- Demonstrated success in formulating policy and developing and implementing strategies and procedures.
- Excellent knowledge of financial management, systems and reporting, including year-end accounts preparation in a multi-project context
- Hands-on experience with computerized Accounting Systems; Knowledge of Sun Systems is desirable.
- Advanced knowledge of Excel and literate in other Office 365 applications
- Knowledge of donor contract requirements for budgeting and reporting.
- Ability to establish and maintain contacts with senior-level government and donor officials.
- Experience of working with colleagues in geographically separate locations.
- Able to communicate effectively (both written and oral) at all levels.
- Cross-functional team player.

Team Member Behaviours

Work as One MSI

- You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximise our ability to influence others.
- You share relevant knowledge, expertise and resources to strengthen teamwork and prevent duplication of effort.
- You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.

Show courage, authenticity, and integrity.

- You hold yourself accountable for the decisions you make and the behaviours you demonstrate.
- You are courageous in challenging others and taking appropriate managed risks.

Develop and grow

- You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective.
- You manage your career development including keeping your knowledge and skills up to date.

Deliver excellence always

- You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role.
- You build and maintain effective long-term working relationships with all stakeholders, and are a true MSI ambassador.

Leadership

- You inspire individuals and teams, through situational leadership, providing clear direction.
- You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.
- You are aware of emerging developments in our sector, demonstrating strategic insight about our clients and business and encourage this in your team.

You articulate a vision of the future which inspires and excites others

Our Values as One MSI

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.