

# Job Framework:

## Fund Accounting Manager



General role information	
<b>Job Title:</b>	Fund Accounting Manager
<b>Reporting to:</b>	Senior Manager – Donor Forecast & Pipeline Development
<b>Salary Band:</b>	BG9
<b>Notice period:</b>	2 months
<b>Career Band:</b>	N/A
<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>The role is part of the wider Global Accounting Team, and is responsible for the accuracy of fund accounting globally, by ensuring:</p> <ul style="list-style-type: none"> <li>MSI (globally) is accurately accounting for all donor income to which it is entitled including all indirect grant income and performance related income.</li> <li>MSI fully understands the financial implications of all new projects and promptly closes the financial accounting for all projects with no outstanding balances.</li> <li>Support is provided to Country Programme teams to complete accounting and reporting on projects and ensure all project accounting complies with MSI regulations and specific grant/donor requirements.</li> </ul>	

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)

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- The composition of the donor pipeline (secured and unsecured) is analysed so it can be integrated with MSI business planning and forecasting processes.
- Reports are compiled by analysing and interpreting project data, enabling Senior Management to have visibility over the donor pipeline to enable decision making.
- With the leadership of the Senior Manager – Donor Forecast & Pipeline Development, support is provided to the wider Donor Finance Team to ensure key processes are streamlined and automated using systems available, driving a culture of innovation to ensure the team is consistently looking for the optimal way to manage the overall donor portfolio.
- Create strong links with other departments within MSI including Informatics, Regional Finance Teams, Country Programme Finance Teams and Donor Teams.

## Key Responsibilities

The successful candidate will be responsible for supporting the month end and year end processes which relate to MSI's donor funded portfolio. In addition, the candidate will support the Senior Manager – Donor Forecast & Pipeline Development to maintain accurate donor pipeline data and continuously look to improve and automate this process and other processes overseen by the donor finance team to enable the to work efficiently and be remain responsive to the changing donor landscape. The candidate will have advanced excel skills and a commitment to continuous improvement of how the team works.

### Grant income recognition

- Ensure MSI (Globally) is accurately accounting for all donor grant income, including direct grant income, indirect income, and performance related income.
- Account for funding provided to external implementing partners.

### Project Accounting

- 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.
- 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

### Project cycle management

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- 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.
- Ensure that project codes are opened/closed as necessary.
- Ensure project data is accurately captured in reports throughout the project life cycle and use these reports for further data analysis and trend analysis.

### 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.

### Automation and process improvement

- Help develop tools for the team to streamline processes and tools used during budgeting, project implementation and close out.
- Work closely with global finance teams to troubleshoot and derive improved ways of managing the finances on donor funded projects.
- Support the Senior Manager – Donor Forecast & Pipeline Development with system transformations which impact the Donor Finance Team.

### Project business partnering

- Provide training to key stakeholders on key tools and templates used within the team.
- Respond to ad-hoc stakeholder requests and provide technical assistance as needed.
- Conversion of complex financial concepts and analysis into understandable language for end users.
- Review and analysis of current and historic donor finance data, compiling graphs and charts required by senior stakeholders in the organisation.

### Other work

- Undertake any other reasonable duties, as requested by the Senior Manager – Donor Forecast & Pipeline Development or Associate Director of Donor Finance.

## 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.
- High levels of numeracy.
- Advanced excel skills.
- Analytical approach to information gathering and dissemination.
- Attention to detail.

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- Effective communicator.

## Key Experience

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

- Experience in project accounting and financial management of large, international, multi-currency projects.
- Experience of financial reporting to governmental, private, and institutional donors.
- Experience working with financial systems and software (SUN systems and PowerBI preferred)

## Formal Education/qualification

- Certified accountant ACA, ACCA, CIMA or equivalent. (Essential)
- Degree level education (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
- 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 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:**