

Directorate: Finance & Procurement

Reporting to: Head of Finance

Contract type: Permanent

Working at Mary's Meals International:

Our mission, vision, and values are at the very heart of everything we do here at Mary's Meals and working for Mary's Meals International is so much more than a career opportunity, we offer the opportunity to support our global movement in a dynamic, flexible, and inclusive environment with a real focus on personal and professional development. We believe in the innate goodness of people, respect the dignity of every human being and family life and believe in good stewardship of the resources entrusted to us. In line with our values, Mary's Meals is fully committed to a culture of safeguarding.

Role purpose:

The core purpose of the Senior Finance Manager is to support the Head of Finance by providing leadership to the MMI Finance team through management and delivery of key Finance deliverables, with a strong focus on effectiveness and efficiency. This is in the context of responding to an ambitious growth plan and in addressing financial challenges the organisation, Programme Affiliates and National Affiliates experience and to support them to create an environment where appropriate financial controls are in place and value for money is achieved.

Key responsibilities & activities:

Financial Support

- Management and coordination of the core MMI Finance team.
- Support and contribute to the Finance directorate, helping to create a vibrant and challenging environment, where success and a proactive approach is encouraged, and a first-class finance decision support service is achieved.
- Ensure timelines are managed effectively, deadlines are adhered to and ensuring the existing team is structured effectively to cover all tasks required of the finance directorate.
- Safeguard the security, probity, and end use of funds across the organisation.
- Lead on the provision of high-quality monthly management information, forecasts, trend analysis and ad hoc analysis. Strive for an efficient process that creates the necessary time for meaningful analytics.
- Lead on the provision of high-quality donor reporting and proposals, ensuring that timelines are clear and delivered upon and continually striving for consistency of messaging and efficiency of process.
- Support the Head of Finance in the overall delivery of the annual budget process including provision of key analytics and management of the detailed review processes.
- In line with the Scheme of Financial Delegation, ensure value for money through approval of relevant expenditure items.
- Provide finance information to support the procurement work within the team.

- Oversee the organisation's financial statutory reporting and compliance requirements and ensure it remains current, including liaising with auditors and meeting the organisation's tax obligations.
- Ensure that appropriate financial controls are in place and adhered to.
- Oversee the delivery of payroll and pension requirements to ensure that UK and International tax requirements are adhered to.
- Manage the Treasury, cashflow and investment activity of the organisation.
- Work with the Head of Finance and Finance Managers/Partners towards continuous improvement of all financial processes and to promote a strong and standardised control environment across the MMI global network
- Maintain and enhance financial policies and processes, where applicable, across the Mary's Meals network including banking, cash management, financial management and value for money.

Working with National Affiliates

- Support the Finance relationship with National Affiliates and work collaboratively with them to develop financial processes, system and controls and guidance and support throughout their Mary's Meals journey.
- Support MMI Growth with the sharing of value-add financial analytics and robust oversight across all relevant National Affiliates.
- Ensuring there is an up-to-date repository of key financial information for all National Affiliates.

Working with Programmes

- Support the Finance relationship with Programmes working collaboratively with them to develop and enhance financial processes, systems and controls and guidance and support as they continue to reach more children.
- Support the Director of Finance's dotted line relationships with the HOS's in-country by making recommendations based on analysis of management information, forecasts, and budgets, working closely with the MMI HOF. .
- Ensure timely review of cash transfer requests and food orders to facilitate ordering and payment.

Leading & Managing

- Provide strategic support, leadership and direction to a high performing team.
- Oversee the delivery, monitoring and reporting of progress made against team and department strategies and plans.
- Lead, develop, coach and inspire a high-performing team, promoting a culture of engagement and empowerment including identifying and implementing opportunities for delegation and development.
- Seek all opportunities for personal growth and development to support the aims of our organisational strategy.
- Role-model Mary's Meals values and leadership behaviours.
- Ensure MAP's are in place for all direct reports.
- Ensure integration and collaboration between the different strands of the directorate.

All MMI employee are expected to undertake the following general duties:

- Work within the framework of the Mary's Meals mission, vision and values.
- Work towards achieving department strategy, operational plans and objectives.
- Ensure familiarity with and adhere to all MMI policies and procedures.
- Undertake and apply learning from appropriate training and development programmes.

- You may be required to travel to countries where Mary's Meals operates.
- Understand and uphold the standards outlined in MMI's Safeguarding Policy, acting with due care and attention to safeguard anyone that comes into contact with our work.

Essential skills & experience required for this role:

- CCAB or equivalent qualification, with significant post qualification experience
- Significant, demonstrable experience of UK financial reporting (FRS 102)
- Proven track record of leading a UK based finance team with experience of mentoring and skills development.
- Experience of implementing policies, procedures, projects, and change management.
- Excellent communication/mentoring skills.
- Experience leading projects and high-performing teams.
- Ability to prioritise tasks effectively.
- Solutions orientated with strong influencing skills.
- A pragmatic person with the ability to work at every level to ensure key deliverables are met.
- Demonstrable analytical and conceptual skills.
- Confidence working closely with senior staff and communicating financial reports.
- Managing external service providers and financial institutions.
- Cultural sensitivity with an ability to work well with a wide range of people.

Desirable skills & experience required for this role:

- Experience in operating within an international charity setting
- Understanding and experience of UK charity reporting (Charities SORP) requirements.

Changes to the job description

As our organisation evolves and grows, your job description may need to be reviewed and if appropriate, changed. These changes may be initiated by you or your manager but always in consultation with you and your job description may also be reviewed as part of your MAP process.