

Reporting to: Country Director, Mary's Meals Malawi

Contract type: 2 Year Fixed Term

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:

Reporting to the Country Director, with a 'dotted line' to the MMI Director of Finance and Procurement, to provide effective and inspirational leadership of the Mary's Meals Services team in Malawi. A hands-on and participative leader, coach and mentor who will lead and develop an internal team to support the following areas: Finance, security and risk management, procurement, governance and legal and IT. The role is accountable for ensuring that all finance and operations functions operate to the highest standards of effectiveness and to ensure robust systems, processes and controls are in place and adhered to diligently across the whole programme. As a key member of the Senior Leadership Team (SLT) the role also has responsibility for ensuring that the wider programme strategy is implemented.

Key responsibilities & activities:

General

- Provide strategic support, leadership and direction to a high performing Services team.
- Oversee the delivery, monitoring and reporting of progress made against strategies and plans through leadership of the SLT.
- 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.
- To support the Country Director in the management of the Programme Affiliate by ensuring the Services function is delivered efficiently and effectively.
- To develop, implement and maintain robust systems of internal control which ensure good stewardship of Mary's Meals' resources, both financial and non-financial.
- To support relevant periodic internal assurance reviews and implement recommendations as appropriate.
- To support the Country Director in ensuring that Mary's Meals Malawi programme is accredited and compliant with all legal requirements, in cooperation with the appropriate line Ministries.
- Working closely with the Country Director, maintain and monitor the risk register.

People

- To directly manage the Finance Manager, Procurement Manager and Security and Risk Manager.
- To ensure Services staff are managed in a pro-active and supportive manner to encourage high standards and best practice in all aspects of programme delivery.

- 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.

Financial Management

- To ensure the overall financial management of the Malawi programme meets the highest standards.
- To lead, advise and support the finance team in the management of the organisational budget, cash flow, payables, and receivables.
- To ensure the finance team prepares the annual budget in consultation with the Country Director and the Mary's Meals International finance team.
- To ensure that forecasts are prepared as and when required, in consultation with the Country Director.
- To provide timely information and commentary to support the monthly budget/forecast vs actual monitoring process.
- To ensure effective and consistent implementation of financial and accounting policies and procedures.
- To develop and implement best practice finance and administrative systems, in consultation with the Mary's Meals International Finance team.
- To serve as primary financial liaison with Mary's Meals International.
- To pro-actively advise on general financial matters or financial risks to the Country Director.

Financial reporting

- To ensure that the year-end accounts are finalised and the statement of accounts is prepared.
- To oversee the annual audit process, including preparation of all audit deliverables.
- To ensure timely provision of financial information to the Mary's Meals International Finance team as part of the year end consolidation process.
- To review and submit routine management and donor reports.
- To oversee the management of the fixed asset register.

Security and Risk Management

- Oversee the implementation of systems and processes to adequately safeguard our offices and assets, ensuring that regular maintenance and monitoring of those systems takes place.
- Support the delivery of activities to educate staff and monitor compliance with security & risk policies and procedures.
- Oversee implementation of processes for timely reporting, managing and recording of security and risk incidents (including monitoring of external threats).
- In collaboration with MMI Governance Risk, implement a robust crisis management approach and regular testing programme.
- Encourage and demonstrate constructive engagement with the assurance programme, including overseeing timely implementation of audit recommendations.
- Drive regular review and update of Services risks within local risk registers, reflecting the current local strategies and risk profile.

Procurement

- To oversee the procurement function for the programme.
- To coordinate with MMI Procurement and ensure that robust procurement policies and procedures are followed, in a transparent and fully accountable manner, ensuring compliance with current financial procedures, safeguarding value for money for the organisation and justifiable use of funds.
- Develop, maintain and track progress against the annual procurement plan.
- Oversee supplier management in collaboration with the Operations team including monitoring performance against key performance indicators.

Information Technology

- To adhere to Mary's Meals IT standards and policies – working with the MMI Technology & Projects Leadership team.
- To work with the MMI IT team, ensuring the ongoing management, maintenance and updating of hardware, software, and applications and maintenance of the asset register.
- To oversee that IT services and systems are appropriate and maintained in all sites.

Governance and Legal

- Provide financial reports and proposals as necessary to the MM Malawi Board.
- Maintain key organisational documents and records.
- Liaise and seek advice from lawyers and financial advisers on governance related issues.

External Representation:

- Ensure the maintenance of excellent relations with all of Mary's Meals partners, supporters and visitors.

Other

- To contribute to the establishment of a positive, healthy, and safe work environment in accordance with appropriate legislation and regulations.
- Any other duties commensurate with the role.

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.
- 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.

Additional information:

- As part of your role, you may be required to travel to countries where Mary's Meals operates.

Essential skills & experience required for this role:

- Strong commitment to Mary's Meals vision, mission and values.
- Senior-level strategic thinker, with proven experience of developing and delivering strategy in a complex environment.
- Experience in leading finance and operations function and leading, engaging and motivating a team.
- Well-developed individual and team leadership, management and coaching skills with extensive experience of managing a team.
- Advanced and well-developed inter-personal skills, with solid track record in persuading and influencing others.
- Proven ability to lead a team to drive forward and consolidate change and influence behaviours
- Good skills in conflict resolution/ problem solving, team-work, crisis management, influencing, collaborative relationship and coaching.
- Able to work well with people of different cultures and nationalities.
- Excellent Microsoft Office skills, particularly Word and Excel.
- Able to work on own initiative, prioritise work to deadlines and pay attention to detail.
- Excellent communication skills and the ability to effectively communicate complex ideas and information to a range of audiences and stakeholders.
- Extensive experience of budget and financial management and implementation of internal control frameworks.
- Able to apply judgement, creativity and flexibility to generate new and innovative ideas and approaches and to solve complex problems.

- Ability to identify, analyse and take action to effectively manage risk to meet strategic objectives.
- Experience working in a matrix structure.
- Experience of negotiating and influencing across all levels, and building relationships and partnership.
- Strong track record of developing and implementing strategy and policy.
- Experience of managing conflict and sensitive issues and achieving positive outcomes.

- Experience of developing, monitoring and reporting against agreed strategy, delivering strategic priorities within strict timelines.
- Fluent written and spoken English.

Desirable skills & experience required for this role:

- Understanding of the principles of international development
- Understanding of the place of school feeding in relief and development
- Experience of working in a charity or not for profit organisation

Qualifications:

- CCAB qualified, or equivalent, with a significant post qualification experience.
- Educated to degree level or equivalent level professional experience.

Mary's Meals 7S Leadership Competencies:

As a leader within Mary's Meals International, you have a responsibility to approach your role in line with our 7S competency model.

Self	<ul style="list-style-type: none"> • I build and demonstrate resilience • I lead by example • I am authentic and true to Mary's Meals values • I develop myself and set stretching goals
Service	<ul style="list-style-type: none"> • I have a vocational attitude to my work • I inspire hope in others • I build belief that even difficult challenges can be solved • I am committed to serving and enabling all who want to be part of the global movement • I work to ensure our future will be even better than our past
/Simplicity	<ul style="list-style-type: none"> • I communicate effectively • I follow clear decision-making criteria • I create plans that are easy to follow and contribute to organisational goals • I embrace inclusivity and diversity • I focus on delivering results
Stewardship	<ul style="list-style-type: none"> • I pay attention to the things that matter most – (a) our physical resources; (b) our people • I nurture, develop and respect our relationships with external stakeholders • I deliver on my promises • I am happy to be held accountable and to hold others to account
Strategy	<ul style="list-style-type: none"> • I have a point of view about the future • I know our stakeholders and see our priorities clearly • I help others to work in ways that have the greatest impact • I develop strategy and translate it into action

Strengthen	<ul style="list-style-type: none"> • I create a positive work environment • I increase the capabilities of my team • I help people manage their careers • I find and develop next-generation talent
Success	<ul style="list-style-type: none"> • I ensure my team is technically competent and always developing • I build high performing teams • I ensure accountability • I am a catalyst for change

Changes to your role:

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 annual MAP process.