



JOB DESCRIPTION

Finance & Governance Manager

Job Title:	Finance & Governance Manager
Hours:	5 days per week (40 hours)
Reports to:	Executive Director - MSF Ireland
Technical Manager:	Finance Manager MSF UK
Works closely with:	Finance Team MSF UK
Location:	Dublin
Duration:	Fixed Term Contract – 1 Year (with possibility of extension)
Salary Grade:	4.1
Salary:	€49,046.68 per annum

MÉDECINS SANS FRONTIÈRES/DOCTORS WITHOUT BORDERS (MSF)

Médecins Sans Frontières/Doctors Without Borders (MSF) provides life-saving emergency relief and longer-term medical care to some of the most vulnerable and excluded communities around the world. As an independent medical humanitarian organisation, we deliver care based only on need, regardless of ethnic origin, gender, religion or political affiliation.

MSF has around 40,000 local and international staff working in over 70 countries, in some of the most challenging places in the world. Our medical humanitarian projects are supported by teams in 32 countries, including the UK, spread across Europe, North and South America, Asia, Africa and Australasia.

At MSF UK/IE, we support our projects by building relationships with our supporters, increasing awareness of our work, raising funds, providing specialist medical expertise, catalysing change on medical humanitarian issues, and recruiting staff for field operations. MSF UK/IE personnel are dynamic, hard-working, enthusiastic and committed to MSF's values and aims.

MSF IRELAND (“MSF IE”)

MSF as a movement exists to save lives, alleviate suffering and protect human dignity among populations in crisis throughout the world. MSF IE aims to contribute directly to that mission, by effectively and efficiently contributing to the resource requirements, financial, human and programmatic of the MSF movement.

MSF IE is a separate legal entity within the MSF movement with its own Board. However, it is an entity which is merged strategically, sectionally and associatively with MSF UK, with the latter providing support and oversight particularly on financial management. MSF will continue to build upon its presence in Ireland to become a more widely recognised, accepted and respected humanitarian organisation among Irish audiences, and within the Irish humanitarian and political sector. This will enable the Irish office to continue contributing operationally to the MSF movement.

MSF IE office is based in Dublin, with headcount of 15 and projected 2020 turnover of EUR6.5m.

JOB PURPOSE

This role reports directly to the Executive Director of MSF IE, with a technical reporting line to the Finance Manager of MSF UK. The technical line management is due to MSF UK Finance Manager retaining technical responsibility for the day to day financial management of MSF IE.

The Finance & Governance Manager is responsible for all aspects of the day to day running of MSF IE's Finance function. This means working closely with the Executive Director and MSF UK Finance Manager on a wide range of financial duties and responsibilities including day to day operational finance (payments, payroll, petty cash etc), bookkeeping and management reporting, budgeting and reforecasting, and supporting the statutory audit process.

In addition to the day to day finances, this role will work on the successful implementation in MSF IE of "Project Eureka", in close collaboration with the Project Manager and the MSF UK Finance team. Project Eureka is our finance process and systems change project covering both MSF UK and MSF IE with the aim of going live with new finance systems from 1 January 2021.

The role will also assist the Executive Director, in their role as Company Secretary, and contribute to MSF IE's strategic direction and act in a secondary role to support organisational governance functions of MSF IE.

DUTIES AND RESPONSIBILITIES

- Responsible for the day to day running of the finance function under the technical supervision of MSF UK's Finance Manager
- Responsible for day to day operational finance, including processing of payments, petty cash and payroll. On payroll, manage the administration of all aspects of the MSF IE payroll including pension, staff and statutory benefits and employment taxes.
- Lead on all aspects of the production and analysis of the monthly management accounts to budget holders including income and expenditure reports. Ensure the necessary month end processes, including balance sheet reconciliations, are carried out to agreed deadlines. This includes overseeing the overall integrity of all income, expenditure and balance sheet accounting data.
- Present financial information to the MSF IE budget holders and key internal stakeholders, Irish Board and Treasurer, as required. Provide financial advice, reports and analysis to all relevant stakeholders to the Irish office, including fundraising, HR (Field) Communications
- Assist in the preparation of the annual budget and reforecasts, and financial projections for future years.
- Assist the MSF UK Office in the production of the statutory accounts in accordance with FRS102, Irish GAAP and Charities SORP. Support MSF UK Finance in the management of MSF Ireland's statutory auditors, this includes being the first point of contact with the auditor and responding to queries and provision of requested supporting information.

- Provide all external reporting to regulatory bodies and including tax authorities. Manage all aspects of tax including employee, VAT and Charitable Donations (Ireland and Northern Ireland). Keep up to date with all changes and be a contact point for Irish Revenue and HMRC
- Work collaboratively with the MSF UK Finance to ensure sound financial controls are in accordance with MSF UK/IE policies, procedures and systems
- Maintain and oversee all office insurance policies, acting as a first point of contact for queries
- Participate in professional networks such as CII Finance Directors network meetings and ACCA members alliances on behalf of MSF IE

Finance process & System change (“Project Eureka”)

- Work with the Project Manager of Project Eureka and the MSF UK Finance team to enable the successful implementation of Project Eureka. Play an active role in Eureka’s project team on both process and system change, particularly in regard to MSF IE. Responsibility for detailed project work for MSF IE including data cleansing and data migration, UAT testing.
- Assist in embedding new processes into the Ireland finance function and introducing change to the wider Ireland stakeholders impacted by finance processes as a result of project Eureka
- Liaise alongside the UK project team with the CRM project in Ireland to ensure the end to end income process and integration points with Dynamics CRM deliver the benefits of a streamlined process

Organisational governance

- Work in conjunction with the MSF IE Executive Director on governance matters, including those related to the company constitution and membership
- In conjunction with MSF IE Executive Director to identify emerging governance issues (Charity Regulatory Authority; Accounting standards, Charities Governance Code), ensuring that MSF IE is compliant, and information submitted as required
- Fulfil company secretarial duties on behalf of the Director including filing annual and other CRO returns as required
- Preparation and presentation of board papers, as an overriding duty to ensure the provision of financial legal support, compliance and advice

Please note that this list is indicative of the key responsibilities of this role but is by no means exhaustive. MSF is an emergency organisation and a ‘Can do’ attitude and flexibility to take on other related tasks is essential. This job description does not form part of the contract of employment.

PERSON SPECIFICATION

Knowledge, skills and expertise

Essential

Qualifications and experience

- Qualified ACA/ACCA/CIMA or equivalent.
- Previous experience of a similar role in an equivalent organisation.
- Experience of working for a Charity or Not-for-profit organisation and familiarity with charity accounting.
- Proven experience of recording accounting transactions and maintaining accounting records. Good working knowledge and previous experience in using at least one accounting package.
- Knowledge of financial procedures and processes and familiarity with the use of management information systems for financial management.
- Proficient working knowledge and experience of using Excel at medium to advanced level.

Personal qualities

- Proven ability to proactively prioritise, plan and deliver against a wide variety of objectives, considering strategic plan objectives and organisational needs. Experience of making decisions and recommendations that have organisation-wide implications.
- Experience of working mainly unsupervised with reporting relationships being based mainly on the agreement of objectives and review of priorities and plans.
- Good interpersonal skills and proven ability to work with people at a variety of levels, including Board and external suppliers. Ability to communicate and present technical information, tailoring language, style and media to meet the needs of varied situations and audiences.
- Proven ability to work supportively and effectively within and across teams and build good working relationships both within the MSF IE office and with the MSF UK finance and project teams.
- Ability to use own experience and best practice to seek areas for improvement, potentially using creative thinking to devise varied solutions within own work and to improve team performance. Flexible, proactive and willing to continually update own skills and knowledge across a range of Finance and Governance related subjects.
- Keen eye for detail and a high level of accuracy.
- Proven ability and willingness to work under pressure to process high volume of work while meeting tight deadlines.
- Experience around systems building and improvements. Experience with financial process and systems change.
- Fluency in written and spoken English.
- Commitment to the aims and values of Médecins Sans Frontières.

Desirable

- Experience with PS Financials.
- Working knowledge of Microsoft collaborative and analytical tools such as SharePoint, One Note, Business Intelligence and Yammer.
- Familiar with Charity Regulatory Authority Governance Code and compliance requirements.

Candidates must hold an appropriate passport or permit to work in Ireland.

MSF UK/IE is an equal opportunities employer. We are committed to diversity and creating an inclusive environment for all employees. We encourage applications from all sections of our diverse community.

HOW TO APPLY – THE RECRUITMENT PROCESS

Timetable:

- Closing date for applications: Friday 28 February at 11.59pm
- First stage interviews: week commencing 9th March 2020
- Second stage interviews: week commencing 16th March 2020

To Apply

If you are interested in this position, **please send your CV** and a **letter of motivation** explaining how your skills and experience relate to the person specification to:

E-mail: Recruitment@dublin.msf.org

Your **letter of motivation** is the most important part of your application. It should be used to tell us how you meet the selection criteria listed on the person specification. Draw particular attention to experience, skills, achievements and knowledge gained in past employment or other activities which are relevant to the job. It may be easiest to use the headings relating to the requirements detailed in the person specification and demonstrate how you meet them. **Please ensure your covering letter is no more than 2 pages long** (2 sides of A4).

As we receive a large number of applications for our advertised vacancies, we are unable to respond to those applicants who have not been shortlisted and we apologise for this in advance. If you do not hear from us within a week of the closing date please assume that you have not been shortlisted.