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| **JOB TITLE:** Finance Subject Matter Expert – Transformation Projects | |
| **TEAM / PROGRAMME:** SCI Deployment | **LOCATION:** Centre - London, UK or any existing Save the Children International Regional or Country office worldwide |
| **GRADE**: C; Mid-Senior Level | **CONTRACT LENGTH:** Fixed Term Contract – 2 years |
| **CHILD SAFEGUARDING**  Level 2 – a CRB check (Standard level) or equivalent overseas police check will be required for this position. | |
| **ROLE PURPOSE**  Save the Children International (SCI) is undergoing significant transformation across multiple core business procedures, systems, and structures, through the implementation of a number of organisational change projects.  One programme is CAPP (Coding, Agresso, PPM PRIME) which has four core strands:   1. Deploys a new global financial data model and finance system (Agresso). This is referred to as Coding Project. 2. Introduce a new project management methodology (PMM) to improve the quality of our programming for children. 3. Deliver a technology solution (PRIME) that enables the new PMM. 4. Deliver this solution not only to Save the Children International but also across the Save the Children Membership.   The CAPP programme has developed a global solution, which includes the changes to core systems (Agresso, TIM, AMS, TAR) and new system implementation (PRIME and Reporting Portals). This role will contribute to the deployment of the solution to SCI Centre, Regional and Country Offices and will support the interactions related to downstream impacts to the processes for Member Offices. The Finance SME will prepare offices to embed the Global Financial Data Model in their day to day by assessing impact to their key financial processes (e.g., budgeting and recording expenditure) and adaptation for any localisation needed for reporting requirements and mapping between data models. | |
| **SCOPE OF ROLE**  Reports to: Finance Team Lead – Transformation Projects  Staff reporting to this post: None  Budget Responsibilities: None | |
| **KEY AREAS OF ACCOUNTABILITY**   1. **IMPLEMENTATION REVIEW & BUSINESS PROCESS**   **Successful knowledge transfer of the Global Financial Data Model’s key concepts, attributes, and definitions to our Regional and Country offices, to enable them to effectively perform an impact assessment.**   * Understand the scope of the Global Financial Data model, its benefits, key concepts, attributes, relations and definitions upskill Regional and Country offices. * Develop Regional and Country office specific guidance for implementing the Global Financial Data model. * Guide Regional and Country offices in doing their current state and change impact analysis (on processes, systems and people) for the introduction of the Global Financial Data Model in their office. * Guide the Regional and Country offices in doing the mapping of their current data model to the global data model and support them to work through any accounting and budgeting problems they may find. * Support Regional and Country offices in thinking through how they will execute key financial processes and reporting when they adopt the new financial data model. * Identify and escalate risks that could impact the success of the project to the CAPP Programme Team * Update the tools or templates associated with the implementation of the new global data model. * Collaboration with regional change managers and finance transformation managers to analyse and communicate requirements for data gathering for Regional and Country office project teams in lead up to deployment.      1. **DEPLOYMENT**   **Ensure successful deployment of Finance aspects of the CAPP solution to Regional and Country offices, including ensuring localisation stays true to the original Global Data Model and Agresso designs:**   * Understand the CAPP programme scope and the impact of deployment to Save the Children International offices, with particular focus on impacts to a Regional and Country offices’s finance function. * Collaborate with other SMEs to support Regional and Country offices with data migration activities, with a focus on migration of financial information. * Execute the Programme Data Migration Strategy to ensure that all new codes are generated, and data is migrated and tested on time. * Carry out testing of the system changes to ensure that they are in accordance with the design documents and meet the needs of stakeholders at country and regional level. * Carry out testing of the migrated data to ensure they are in accordance with the agreed data mapping rules. * Investigate any discrepancies in migrated data and raise defects where needed to be corrected by IT and document any agreed variations. * Support in Data migration activities and feedback lessons to improve the data migration approach, tools, and documentation for future releases.  1. **POST GO LIVE SUPPORT**   **Ensure any request for scope additions or issues that come up through each Regional and Country offices deployment are resolved in alignment with the aims of the CAPP programme, the Finance function and wider Regional and Country offices finance community:**   * Drive the Programme’s Change Request process when design or scope gaps are identified. Provide financial input and ensure impact assessment is conducted without diverging from the Global Data Model for single offices and bring to the relevant governance groups for review and approval, before proceeding. * Accompany the assigned office during Hyper Care and Support phases to resolve issues, raise technical defects and follow up, document non-technical queries and answer questions.  1. **KNOWLEDGE MANAGEMENT**   **Successful knowledge transfer and explanation of the Global Financial Data Model’s key concepts, attributes and definitions to our Regional and Country offices, to enable them to effectively perform an impact assessment.**   * Provide technical content for key project documentation, presentations, and workshops. * Collaborate with peer SMEs for input and feedback into technical solutions. * Engage with CAPP project stakeholders, preparing content as required. * Act as CAPP Programme team representative in all non-project meetings and forums as required. * Attend and contribute to Workshops representing needs of the Finance Function. * Serve as part of the Finance Functional team on the CAPP programme with a flexibility to support and help out on other pieces of work that have the highest priority for the programme. * Actively share knowledge with other Finance SME’s working in other workstreams of the programme. * Work proactively and where required cross-functionally, to address blockages and ensure milestones are achieved. Work with other SMEs to highlight interdependencies and work towards solutions.  1. **Any other tasks**   **Support the Finance Team leader in their leadership and management responsibilities.**   * Cover the Senior Finance SME in absence and * Perform any other business and Ad hoc support/problem solving for issues as assigned and provide. | |
| **SKILLS AND BEHAVIORS (SCI Values in Practice**)  **Accountability:**   * Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.   **Ambition:**   * Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same. * Widely shares their personal vision for save the children, engages and motivates others. * Future orientated, thinks strategically and on a global scale.   **Collaboration:**   * Builds and maintains effective relationships, with their team, colleagues, Country or Regional teams and external partners and supporters. * Values diversity sees it as a source of competitive strength. * Approachable, good listener, easy to talk to.   **Creativity:**   * Develops and encourages new and innovative solutions. * Willing to take disciplined risks.   **Integrity:**   * Honest, encourages openness and transparency; demonstrates highest levels of integrity | |
| **QUALIFICATIONS**   * Relevant Finance qualification (ACA, ACMA, ACCA) strongly recommended. | |
| **SKILLS AND EXPERIENCE**  **Essential:**   * Strong problem-solving skills and analytical ability to identify and assess alternative options and proposals. * Strong collaboration skills, a team player, able to work collaboratively with different individuals. * Excellent verbal and written communication skills; ability to explain complex issues to a variety of audiences; attention to detail. * Strong stakeholder management skills. Ability to understand different contexts and perspectives and adjust communication style based upon this as required. * Experience with and a strong technical understanding of financial management processes in a large multi-lateral organisation, ideally within an NGO.   ***Additional:***   * Experience of with financial systems (ideally Agresso) and implementing improvements. * Demonstrable track record of successfully and independently managing their own workload and that of others where required, including the ability to plan, prioritise and organise complex and varied work to meet tight deadlines with capability to assess when to ask for guidance/advise/inputs and showing persistence while fostering good working relationships across teams. * Advanced skills in Microsoft applications, especially excel. | |
| **Child safeguarding**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | |
| **Safeguarding our Staff**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | |
| **Equal opportunities**  The post holder is required to carry out the duties in accordance with the sci equal opportunities and diversity policies and procedures. | |
| **Health and Safety**  The post holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | |
| **Additional job responsibilities**  The job duties and responsibilities as set out above are not exhaustive and the Post holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | |