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| **TITLE:** Finance Business Partner – International Programs | | |
| **TEAM/PROGRAMME:**  IP Finance Business Partnering | **LOCATION:**  UK (London or Remote) or any existing Save the Children International Regional or Country office Worldwide.  Up to 5% travel | |
| **GRADE**: C | **CONTRACT LENGTH:** Permanent | |
| **CHILD SAFEGUARDING:**  Level 2: *either* the post holder will have access to personal data about children and/or young people as part of their work; *or* the post holder will be working  in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check  will be required (at ‘standard’ level in the UK or equivalent in other countries). | | |
| **ROLE PURPOSE:**  The role of the Financial Analysis and Business Partnering team is to provide strategic insight and effective finance partnering to key stakeholders to drive quality financial and business outcomes. The role is responsible for providing professional support to the Finance leadership team and Regional Finance teams to deliver high quality management reporting.  The role holder will be responsible for supporting the Centre Finance leadership and Regional teams with strong finance business partnering to ensure quality management information is obtained to enable the CO’s and Regions to delivery high quality outcomes for children. | | |
| **SCOPE OF ROLE:**  **Reports to:** Senior Finance Business Partner - IP  **Financial and HC Dimensions:** 2-3 Regional offices managing annual program budgets of $50mil to 400mil.  **Staff directly reporting to this post:** none  **Team size:** 5 | | |
| **KEY AREAS OF ACCOUNTABILITY:**   * Strategic financial management and oversight on the regional activities to gain a greater understanding of the regional financial performance. * Business Partner with the Regional leadership team and critical Country Offices to uplift overall performance. * Act as a business partner for senior stakeholders providing guidance, advice and dealing with all finance-related queries. * Capacity building of the Regional finance and CO finance leadership teams. * Support the SCI Finance leadership with implementation of the budgeting and forecasting process, including the design of tools, templates and guidance. * Business Partner with key Centre, Regional and CO stakeholders to support on KPI improvements. * Provide management reporting and KPI commentary for allocated areas, including MPP and Quarterly reporting process. * Meaningful financial analysis to support strategic and management decision making for SCI Leadership team and other key stakeholders. * Work with stakeholders to deliver targets and financial KPIs including benefit realisation from strategic projects. * Provide remote technical support and commercial guidance on various CO and Regional operational activities. * Recommend internal process improvement as required, to enable high quality finance support to business partners. * Support Finance projects where required and including the on-boarding of transformation projects into BAU processes within Financial Analysis and Business Partnering remit. * Provide In-country and surge support in country and regional offices as required. * Undertake additional duties, supporting other senior Finance staff as and when required. | | |
| **SKILLS AND BEHAVIOURS (SCI Values in Practice**)  **Accountability:**   * holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values * holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.   **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, Members 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**  ACA, CIMA, CPA, or equivalent, or relevant experience | | |
| **EXPERIENCE AND SKILLS**  **Essential**   * Relevant finance and business partnering experience in a Chartered Accounting, Commercial or NGO environment. * Well-developed analytical and business partnering skills. * Excellent IT literacy including expertise in spread sheet modelling and. * Proven experience in budgeting and forecasting * Ability to liaise remotely with a wide range of people at all levels and across different cultures and to act with credibility, tact and diplomacy * Excellent stakeholder management and strategic influencing skills * Ability to be proactive and logical in problem-solving scenarios * Thorough – high attention to detail and takes pride in delivering accurate, high quality work * A thorough understanding of financial systems and procedures. * Strong time management skills with an ability to plan ahead, anticipate requirements, and obstacles, and an ability to juggle competing priorities successfully, and to work to tight deadlines * Conscientious and client focussed * Maintains a calm disposition and positive outlook particularly when working under pressure * A full appreciation of the value of co-operation, both internationally and within a team environment. * Commitment to Save the Children values. * Verbal and written fluency in English.   **Desirable**   * Experience in working at a CO or Regional Level Finance leadership role at SCI or any other INGO. * Basic working knowledge of French, Spanish or Arabic. * Experienced in a multi-currency multi sector finance environment. | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **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 | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by: Hameed Safi** | | **Date: 08/01/2024** |
| **JD agreed by:** | | **Date:** |
| **Job Description updated By:** | | **Date:** |
| **Evaluated: - HR (TBC)** | | **Date:** |