

JOB TITLE:	Finance Manager - International & Systems
DEPARTMENT:	Finance
JOB HOLDER:	TBC (0.6 FTE) 24-month fixed term
REPORTS TO (JOB TITLE):	Senior Finance Accounting Manager

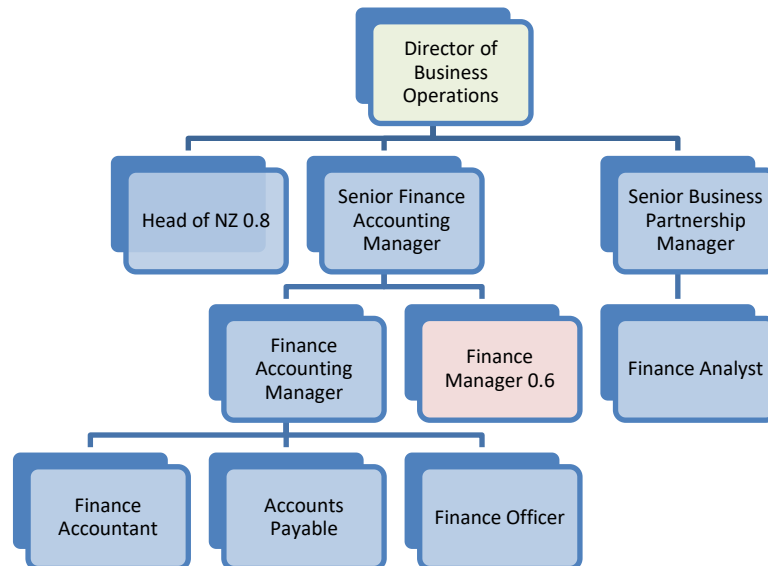
JOB PURPOSE

The Finance Manager is responsible for providing support to the Senior Financial Accounting Manager and the Finance team to manage international finance responsibilities and maintain financial systems.

DIMENSIONS

Working within the financial accounting function, reporting into the Senior Financial Accounting Manager, for both MSF Australia and MSF New Zealand, working with auditors and MSFA staff to deliver compliant and accurate financial information with a consolidated annual revenue of over \$130m.

ORGANISATIONAL STRUCTURE



CONTEXT

The role provides ownership of the international accounting function of MSFA/MSFNZ, working closely with the Finance Accounting Manager who is responsible for delivering timely and accurate monthly and annual financial information. These two roles are critical parts of the Financial Accounting team to ensure robust, accurate and clear financial information is received by stakeholders; and ensuring all financial systems are working at optimal levels.

ACCOUNTABILITIES

Month End

- Review all international reconciliations and journals undertaken by the Finance Officer, ensuring robust review, internal controls and segregation of duties.

International – MSF Australia and MSF New Zealand

- Review of the six-monthly tariff review.
- Review of the MSF Australia and NZ Sales Ledger/Netting Schedule
- Review pre-reconciliation and year end reconciliations for the international office (IO).
- Assist in managing annual grant process, in line with international guidelines and the Grants Procedures

International – APAC

- Provide support to the Senior Financial Accounting Manager on behalf of the 4 sections partnering for the APAC program, including preparation of the quarterly financial reconciliations
- Assisting with budgeting and forecasting on behalf of APAC.

Systems improvements & Payment Gateways

- Work with Finance Accounting Manager to identify where processes can be automated, and project manage the implementation and roll out of any relevant changes identified
- Continually review financial and business processes and systems, improving and streamlining where necessary to ensure optimal business performance
- Act as payment gateway lead for finance team, managing system administration, responding to queries, working with the supporter relations, digital, fundraising and CRM teams to ensure our payment gateways are managed securely and integrate with other systems smoothly.

Year End and Audits

- Prepare tasks required for year-end processes, for review by the Senior Financial Accounting Manager
- Assist the auditors, and prepare relevant documentation, with the interim and annual audit
- Responsibility for preparation of international accounts for MSF Australia and MSF New Zealand, along with all preparatory documentation for the audit process
- Throughout the year, assist in ensuring all audit checks and processes are adhered to.
- As part of the finance team, assist in ensuring all financial processes are followed accurately.

Systems, Platforms and Gateways

- Maintaining current knowledge of ERP Netsuite
- Maintain access and knowledge of banking platforms
- Maintain access and knowledge of Coupa TM5 International system
- Maintain access and knowledge of payment gateways (Stripe, Flo2Cash, Raisley, Payfurl)
- Maintain access and knowledge of SAP International system

Back Up

- Take on aspects of the role of the Senior Financial Accounting Manager when absent
- Take on aspects of the role of the Finance Accounting Manager when absent
- Support the Accounts Payable Officer and Finance Officer where required in the even back is required across their portfolio, within confines allowed to ensure segregation of duties.

Documentation, Process Improvements and Training

- As part of the finance team, ensure the Finance Procedures Manual is up to date and relevant
- Training and Guidance: Offering training and support to staff regarding finance policies and procedures.

Relationships

- Working with internal departments and liaising with Head of Department's for month end reconciliations.
- Responsibility for maintaining relationships with counterparts in Operational Centre's and the International Office

Compliance

- Ensure adherence to MSF financial guidelines and policies and report any variance

KEY PERFORMANCE INDICATORS

- Month end/quarter end tasks completed within agreed timeframe
- Year end tasks closed within agreed timeframe
- No new audit points raised in Audit management letter
- New systems explored and effectively rolled out

CHALLENGE & CREATIVITY / DECISION-MAKING

- **Regulatory and International Movement Complexity** – Navigating evolving financial regulations and compliance requirements as well as changing requirements from the International movement while maintaining accurate, timely delivery of financial information.
- **Data Accuracy & Integrity** – Ensuring financial data is precise and reliable for informed decision-making.
- **Management Accountability** – Working with stakeholders to ensure adherence to financial management requirements
- **Technology & Process Efficiency** – Adapting to new financial systems and automation tools to enhance efficiency of delivery of financial accounting practices.
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KNOWLEDGE, SKILLS & EXPERIENCE

- Educational Background: A bachelor's degree in accounting, finance, business administration, or a related field is typically required.
- Experience: At least 5 years of experience in accounting manager or finance manager roles. Experience in financial reporting, budgeting, and compliance is essential.
- Knowledge: Strong understanding of accounting principles, financial reporting standards, and financial regulations. Familiarity with tax regulations and compliance requirements.
- Attention to Detail: Meticulous in financial activities.
- Technical Skills: Good proficiency in Microsoft Excel, financial reporting tools and enterprise resource planning (ERP) systems (eg Adaptive, Netsuite, SAP, Elmo)
- Experience in collaborating with cross-functional teams to drive financial efficiency.
- Strong interpersonal and communication skills with excellent written and verbal communication and a business partnering demeanour

COMPETENCIES

- Attention to detail and accuracy in payroll, financial reporting and analysis.
- Ability to work under pressure and meet tight deadlines in a fast-paced environment.
- Strong organizational and time-management skills to handle multiple financial projects.
- Adaptability to evolving financial regulations and business needs.
- Good stakeholder management and communication skills
- Confidence and ability to have difficult conversations and push for required outcomes