

Directorate:	Finance
Reporting to:	Senior Finance Manager
Contract type:	Permanent

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:

The successful individual will be a core part of the Finance directorate, with primary responsibility for our statutory and management accounting processes. Leading a small team, you will supervise our month end close processes and will provide hands-on support to our global fundraising affiliates. There are four key focus areas for the role:

1. Ensuring statutory and regulatory compliance
2. Management accounting
3. Supporting fundraising affiliates
4. Maintaining a robust system of internal financial control

Key responsibilities & activities:

Statutory and regulatory compliance

- To lead the production of the Annual Accounts in line with UK GAAP (Charities SORP (FRS 102)) and statutory requirements and liaise with external auditors to ensure a smooth audit process throughout the year.
- To ensure compliance with all relevant Charity, Company and Tax legislation.

Management accounting

- To supervise the month end close process, including the accurate and timely posting of all required journal entries.
- To lead the production of a high-quality management accounts pack, including detailed analytics and commentary, for distribution to senior stakeholders.
- To coordinate and host monthly budget discussion meetings with each of the MMI directors.

Advising and supporting overseas Affiliates

- Lead on the Finance relationship with National Affiliates and work collaboratively with them to develop financial processes, systems and controls and provide guidance and support throughout their Mary's Meals journey.
- Support Affiliate Development with sharing of best financial practice across all relevant National Affiliates.
- To assist with budgeting and forecasting, ensuring full year variances are highlighted and have been analysed and challenged as appropriate.

Financial systems and controls

- To ensure quality control over the completion and recording of financial transactions and financial reporting.
- To maintain day-to-day compliance with the Scheme of Financial Delegation.
- To ensure accurate, timely recording and management of restricted funding.
- To provide an efficient payroll service that delivers accurate and timely payment to all staff.
- To evaluate, develop and implement appropriate financial systems and liaise with suppliers/3rd party providers as required.
- To provide training, support and guidance to users of financial systems.
- To specify, test and implement interfaces between financial systems and other management information systems.

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:

- An implementer of policies, procedures, projects and change
- A 'hands on' practical person who will work at every level to get the job done
- Excellent attention to detail and drive to produce high quality, accurate accounts and other financial information
- A credible people manager who takes the time to provide effective supervision, challenge, coaching and support
- An influencer known to get results and make an impact across all areas of a business at all levels
- Outgoing personality with excellent communication and training skills
- Cultural sensitivity and the ability to work effectively with a wide range of people in different countries and settings
- Significant demonstrable and relevant post-qualifying work experience
- Excellent Excel skills and solid working knowledge of financial software packages
- Track record of delivering high-quality statutory and management accounting information
- Good experience of project and staff management
- Experience of working closely with and providing operational reports to senior staff
- Managing external service providers, including auditors and software system providers

Desirable skills & experience required for this role:

- Good demonstrable understanding of the charity sector and the values of Mary's Meals
- Knowledge of European languages and experience of working in different countries/cultures.

Qualifications:

- Educated to degree level or relevant experience
- Professionally Qualified Accountant (CCAB or equivalent)

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 PDR process.