

## JOB DESCRIPTION

<b>Job title:</b>	<b>Financial Planning and Analysis Manager</b>	<b>Location:</b>	<b>London</b>
<b>Department:</b>	<b>Finance</b>	<b>Length of contract:</b>	<b>Indefinite</b>
<b>Role type:</b>	<b>National</b>	<b>Grade:</b>	<b>11</b>
<b>Travel involved:</b>	<b>5% International Travel</b>	<b>Child safeguarding level:</b>	<b>4</b>
<b>Reporting to:</b>	<b>Head of Finance</b>	<b>Direct reports:</b>	<b>None</b>

### Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

### Country and project background

The Malaria Consortium London office hosts the key technical and management staff, and from a finance perspective, supports activities both in the UK and our overseas offices.

### Job purpose

The FP&A Manager plays a critical role in shaping the financial strategy of a global organization by delivering high-quality financial planning, analysis, and insights. Reporting to the Head of Finance, with a dotted line to the Finance Director, this role is essential in ensuring the charity's financial performance aligns with its strategic objectives across multiple regions. The FP&A Manager will be responsible for managing the financial planning and analysis function across the charity's operations, which include country offices in Africa and Asia. This adds complexity to the role, requiring a proactive, globally-minded approach to financial management, forecasting, and reporting.

### Scope of work

The FP&A Manager will lead the budgeting and forecasting process, provide financial insights and analysis, and work closely with regional offices and stakeholders to drive financial performance across the charity's international footprint. The role balances strategic responsibilities with hands-on financial reporting, including managing a Financial Analyst and ensuring the financial health of country

offices in Africa and Asia. It will involve coordinating financial processes and aligning country-specific budgets and forecasts with the global strategy.

### **Key working relationships**

Reporting to the Head of Finance, the role holder provides finance support to all budget holders, regional directors and supports all in-country finance teams with budgeting, forecasting and some financial management activities.

### **Key accountabilities (per cent of time spent on each area)**

#### **Financial Analysis and Performance Management (40%):**

- Collaborate with the management team, including regional teams in Africa and Asia, to review monthly performance against budget and provide necessary analysis for the regions and project.
- Deliver data-driven analysis that includes financial and non-financial indicators, supported by key KPIs, while considering regional nuances.
- Provide insight and analysis into monthly management accounts, offering commentary for the Global Management Group (GMG) and senior leadership, incorporating input from country offices.
- Proactively deliver ad hoc insights and analysis at the request of leadership to support decision-making, focusing on strategic risks, opportunities, and regional challenges.

#### **Budgeting and Forecasting (35%):**

- Lead the global budgeting and forecasting process, ensuring alignment with the charity's strategic direction and long-term goals, and coordinating with country offices to ensure regional plans are integrated.
- Work closely with regional finance teams in Africa and Asia to ensure the accuracy and relevance of local income line P&Ls and financial forecasts.
- Develop and present high-quality monthly board packs, summarizing global plans, forecasts, and actual results, with clear insights on regional performance and areas for improvement.

#### **Regional Coordination and Support (10%):**

- Partner with country finance teams to ensure that financial planning, reporting, and performance monitoring are consistent across all offices, adapting processes to meet local requirements where necessary.
- Support regional teams in Africa and Asia with financial modelling, analysis, and guidance to improve local financial performance while maintaining alignment with global goals.
- Travel to regional offices periodically (as necessary) to support the implementation of financial processes and reporting systems, and to provide training or guidance on budgeting and forecasting best practices.

#### **Team Management (10%):**

- Manage and mentor a Financial Analyst, ensuring their development and delivery of high-quality analysis to support the broader FP&A function, including region-specific insights.
- Provide guidance and feedback, fostering growth opportunities for the analyst while ensuring accurate and timely delivery of regional reports and analysis.

#### **Process Improvement and Operational Efficiency (5%):**

- Evaluate and enhance global financial processes, identifying areas for improvement and driving simplification across the charity's offices in Africa, Asia, and headquarters.
- Implement automation in financial reporting and forecasting, leveraging advanced Excel skills and financial modelling to improve efficiency and accuracy globally.

- Assist Head of Finance in implementation of the new finance system including creating dashboards, reports and assisting with training of new users.

### **Qualifications and experience:**

#### ***Essential***

- Fully qualified accountant (CIMA / ACA / ACCA) with significant post-qualification experience in financial planning and analysis, preferably in an international context.

#### ***Desirable***

- Previous experience in FP&A or commercial finance within the charity, NGO, or not-for-profit sector is highly desirable, particularly with experience in developing regions.

### **Work-based skills:**

#### ***Essential***

- Strong experience in finance business partnering, with a demonstrated ability to build collaborative relationships with internal stakeholders across multiple countries and regions.
- Advanced financial modelling experience, with the ability to develop complex models that drive commercial decision-making across global operations.
- Proficiency in Microsoft Excel, including advanced functions such as pivot tables, macros, and data analysis tools, to drive reporting and analysis at both global and regional levels.
- Demonstrated leadership and mentoring skills, with experience managing or developing junior team members and collaborating with finance teams in different regions.
- Exceptional analytical, critical thinking, and problem-solving skills, with the ability to consider both global and local financial dynamics.
- Strong communication and presentation skills, capable of explaining financial information to both financial and non-financial stakeholders in diverse geographic contexts.
- Commercially astute, with the ability to identify financial trends and risks and implement performance improvements across multiple regions.

#### ***Desirable***

- Strong ability to be able to manage and prioritise multiple tasks

<b>Core competencies:</b>
<b>Delivering results</b>
<p><b>LEVEL B - Takes on pieces of work when required and demonstrates excellent project management skills</b></p> <ul style="list-style-type: none"> <li>✓ Shows a flexible approach to taking on additional work / responsibilities when needed to achieve results</li> <li>✓ Demonstrates excellent project management skills to agreed timescales</li> <li>✓ Makes clear and timely decisions within remit of own role</li> </ul>
<b>Analysis and use of information</b>
<p><b>LEVEL C - Works confidently with complex data to support work</b></p> <ul style="list-style-type: none"> <li>✓ Interprets complex written information</li> <li>✓ Works confidently with data before making decisions: for example, interpreting trends, issues and risks</li> <li>✓ Acquainted with the validity, relevance and limitations of different sources of evidence</li> </ul>
<b>Interpersonal and communications</b>
<p><b>LEVEL C - Adapts communications effectively</b></p> <ul style="list-style-type: none"> <li>✓ Tailors communication (content, style and medium) to diverse audiences</li> <li>✓ Communicates equally effectively at all organisational levels</li> <li>✓ Understands other's underlying needs, concerns and motivations and communicates effectively in sensitive situations</li> <li>✓ Resolves intra-team and inter-team conflicts effectively</li> </ul>
<b>Collaboration and partnering</b>
<p><b>LEVEL B - Fosters two-way communication</b></p> <ul style="list-style-type: none"> <li>✓ Recalls others' main points and takes them into account in own communication</li> <li>✓ Checks own understanding of others' communication by asking questions</li> <li>✓ Maintains constructive, open and consistent communication with others</li> <li>✓ Resolves minor misunderstandings and conflicts effectively</li> </ul>
<b>Leading and motivating people</b>
<p><b>LEVEL B - Manages own development and seeks opportunities</b></p> <ul style="list-style-type: none"> <li>✓ Actively manages own development and performance positively</li> <li>✓ Learns lessons from successes and failures</li> <li>✓ Seeks and explores opportunities within Malaria Consortium which develop skills and expertise</li> </ul>
<b>Flexibility/ adaptability</b>
<p><b>LEVEL B - Remains professional under external pressure</b></p> <ul style="list-style-type: none"> <li>✓ Able to adapt to changing situations effortlessly</li> <li>✓ Remains constructive and positive under stress and able to tolerate difficult situations and environments</li> <li>✓ Plans, prioritises and performs tasks well under pressure</li> <li>✓ Learns from own successes / mistakes</li> </ul>
<b>Living the values</b>
<p><b>LEVEL C - Supports others to live Malaria Consortium's values</b></p> <ul style="list-style-type: none"> <li>✓ Demonstrates personal integrity by using role position responsibly and fairly</li> <li>✓ Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences</li> </ul>
<b>Strategic planning and thinking and sector awareness</b>
<p><b>LEVEL C - Keeps up to date with the internal and external environment</b></p> <ul style="list-style-type: none"> <li>✓ Takes into account economic, political and other business factors when drawing up medium and long-term plans, covering both public and private sectors</li> <li>✓ Looks beyond the immediate operations to prospects for new business</li> <li>✓ Engages with appropriate internal and external sources to establish major influences on future plans</li> </ul>