

# Job Framework:

## Senior Manager Finance control and reporting



Enfants par  
choix et non  
par hasard.

General role information	
Job Title:	Senior Manager Financial Control and Reporting
Reporting to:	Director of Administration and Finance
Grade:	Cadre de Collaboration
Probationary period:	6 months
Direct Reports	Finance Manager and two provincial financial positions (to be confirmed)
<b>Introduction:</b>	
<p>MSI DRC Reproductive Choices is a result-oriented Social Business, which uses modern management and marketing techniques to provide reproductive health care and allied services.</p> <p>MSI DRC Reproductive Choices' goal is to meet the needs of underserved persons by improving access and use of a range of reproductive health services.</p> <p>MSI DRC Reproductive Choices is part of MSI Reproductive Choices International's Global Partnership which is in over 37 countries worldwide.</p>	
<b>The role</b>	
<p>The Senior Manager Financial Control and Reporting will oversee the financial management operations of MSI DRC Reproductive Choices, ensuring accuracy in financial reporting, compliance with financial regulations, and effective financial planning. The role is responsible for driving much of the day-to-day activities and responsibilities related to supporting Country Finance Team on financial control, reporting, analysis, modeling, forecasting, and budgeting. This position will be the principal resource to provide meaningful analytics to support business needs, high quality data and reports including analysis of monthly results to specific cost center areas. It involves managing the finance management team, developing. This position reports to the Director of Administration and Finance. The incumbent must have experience in both commercial and not for profit organizations.</p>	
<b>Key Responsibilities</b>	
<p><b>1. Financial Management and Reporting:</b></p> <ul style="list-style-type: none"><li>Oversee the preparation of accurate and timely financial statements and reports.</li><li>Ensure compliance with all accounting standards, regulations, and MSI policies.</li><li>Support DAF on manage the annual statutory audit process.</li><li>Analyse monthly or annual financial data to identify recording needs, variances, and areas for improvement.</li><li>Coordinate successfully finance month end and year end processes.</li><li>Review all financial transaction, financial program commentary and balancesheet reconciliation before they are signed off by the Director of Administration and Finance DAF and Country Director.</li><li>Perform monthly bank reconciliations check, before to be signed by DAF and Country Director.</li><li>Review all advances justifications before being booked in SUN</li><li>Oversee month-end closing process.</li><li>Ensure that finance is generating balancesheet meeting all financial quality requirements.</li></ul>	

## **2. Budgeting and Forecasting:**

- Under supervision of DAF, manage the budgeting process, including the development of annual budgets (Business Plan), rolling forecasts, P4 or/and P7 forecast.
- Provide financial forecasts and projections to support strategic planning.

## **3. Team Management:**

- Manage and mentor the finance team, including recruitment, training, and performance evaluation.
- Foster a collaborative and high-performance team environment.
- Ensure continuous development and training of team members.

## **4. Internal Controls and Compliance:**

- Contribute on the develop and maintenance of internal control systems to safeguard the organization's assets.
- Perform financial review of all advance's justifications.
- Ensure compliance with financial policies and procedures.
- Oversee tax planning and compliance activities.
- Perform surprise control in warehouse and Cashier

## **5. Financial Analysis and Strategy:**

- Conduct financial analysis to support business decision-making.
- Provide recommendations to enhance financial performance and business growth.
- Support Director of Administration and Finance with financial insights and strategic advice.

### **Key Experience/Qualification**

- A MBA degree with at least 7 years of experience, or bachelor degree with ACCA, ACA, etc...with at least 4 years of experience
- 4-7 years post experience in a similar role with an NGO/INGO
- Working knowledge of different donors USAID, ECHO DFID etc.
- Ability to use SUNSYSTEM Accounting package and it is adding Q&A and other accounting packages.
- Advance Excel skills preferred.
- Ability to multitask, manage a workload and produce high quality, on-time work.
- Good team player and flexible while working with other colleagues.
- Strong knowledge of accounting principles, financial regulations, and compliance requirements.
- Excellent communication and interpersonal skills.

### **Skills and Experience**

- Excellent verbal and written communication skills.
- Ability to manage and motivate teams to achieve targets.
- Good team player and strong problem solving and interpersonal skills.
- Good understanding of general and specific Company and commercial law
- Excellent drafting and document review skills.
- Good judgment and strong initiative.

- Proven ability to effectively juggle competing priorities.
- Candidate must be able to work under pressure with keen attention to detail.
- Excellent organizational skills and ability to interact effectively with other external counsel, global MSI team members, diverse in-house client groups, senior executives, and third parties.
- Strong ability to think strategically, creatively, and innovatively.
- High professionalism, self-motivation, efficiency, and results-oriented delivery on short timelines.
- Ability to interact effectively with business and technical clients in a fast-paced environment.
- Integrity and Ethical Standards

#### **Working Conditions**

- Full-time position.
- Some travel may be required.
- Kinshasa Office-based.

#### **Team Member Behaviours**

##### **Work as One MSI**

- You contribute, use, and share accurate data and evidence to improve understanding, insight and decision-making across MSI, enabling us to maximise our ability to influence others.
- You share relevant knowledge, expertise, and resources to strengthen teamwork and prevent duplication of effort.
- You actively work as part of a team, providing support and flexibility to colleagues, demonstrating fairness, understanding and respect for all people and cultures.

##### **Show courage, authenticity, and integrity.**

- You hold yourself accountable for the decisions you make and the behaviours you demonstrate.
- You are courageous in challenging others and taking appropriate managed risks.

##### **Develop and grow.**

- You seek feedback to enable greater self-awareness and provide the same to others in a way which inspires them to be even more effective.
- You manage your career development including keeping your knowledge and skills up to date.

##### **Deliver excellence, always.**

- You strive to consistently meet and exceed expectations, putting clients at the centre of everything, and implement smarter, more efficient ways of performing your role.
- You build and maintain effective long-term working relationships with all stakeholders and are a true MSI ambassador.

##### **Managerial skill**

- You inspire individuals and teams, providing clear direction.
- You seek and provide opportunities which motivate team members, helping to develop skills and potential whilst strengthening our talent and succession pipeline.
- You are aware of emerging developments in our sector, demonstrating insight about our clients and business and encourage this in your team.

## Our Values as One MSI

**Mission Driven:** With unwavering commitment, we exist to empower women and men to have children by choice not chance.

**Client Centred:** We are dedicated to our clients and work tirelessly to deliver high-quality, high-impact services that meet their individual needs.

**Accountable:** We are accountable for our actions and focus on results, ensuring long term sustainability and increasing the impact of the Partnership.

**Courageous:** We recruit and nurture talented, passionate, and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.

**Resilient:** In challenging situations, we work together and support each other, adapting and learning to find solutions, whatever we're up against.

**Inclusive:** We believe that diversity is a strength. We all play our part in creating a culture where every team member can thrive, feel valued and contribute meaningfully to our mission, and where all our clients feel welcome and supported.

*MSI DRC Reproductive Choices is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.*

## Application

Application Deadline: **October 11, 2024 (midnight GMT)**

Annual Gross Salary: **USD 53,040 to USD 62,400**

Contract Type: Local contract

Duration: 12 months with possibility of renewal

### Benefits:

- Health coverage
- Annual bonus
- Severance pay equivalent to 5% of the monthly base salary
- Year-end in-kind bonus
- School supplies allowance
- Potential for permanent contract (CDI)

### Application documents should include:

- A cover letter (maximum 2 pages) explaining how your skills and experience meet the job requirements and your commitment to MSI's mission.
- A detailed CV (maximum 4 pages).
- A certificate of good conduct.
- A list of 3 professional references with email addresses and phone numbers.

### How to apply:

There are two required steps:

**Step 1:** Complete this form: [Recruitment Form Senior Manager Financial Control and Reporting](#)

**Step 2:** Send your application to the following email address: [drcrecruitment@mariestopes.org](mailto:drcrecruitment@mariestopes.org) with the subject line: "Application Senior Manager Control and Reporting 2024"

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