

# ROLE: NATIONAL ORGANISATION STRATEGIC FINANCE BUSINESS PARTNER

**FUNCTIONAL AREA:** GH FINANCE

**JOB FAMILY:** Business and Professional Services

**REPORTS TO:** Head of Business Partnering and Strategic Finance

**LOCATION:** Global Hub (GH)/Plan International entity

Infrequent global travel may be required

**GRADE:** G4

# ROLE PURPOSE

The role will create a new approach to strategic finance business partnering with National Organisations to enable a global approach to financial matters such as budgeting and cash management, embedding appropriate funding model and Financial Sustainability Programmes outcomes to enable a more collaborative and collective approach to ensuring global financial sustainability.

# KEY ACCOUNTABILITIES OR MAIN RESPONSIBILITIES

* Build collaborative partnerships with key National Organisation (NO) leaders and finance teams to enable a Global approach to achieving and improving financial sustainability
* Provide strategic advice to senior managers in order to support the successful delivery of Plan

International’s mission and strategy.

* Act as a key technical resource within function to advise NO FD colleagues, co-ordinating other GH Finance colleagues as needed, providing technical advice and solutions to colleagues in order to support the achievement of Plan International’s strategy.
* Support information sharing between NO Finance Teams to enable learning and the dissemination of best practice in NO financial management
* Collaborate with the Membership Services Department to enable the best service in financial management by GH and PII to NOs
* Work with the Director of Membership Services to develop analysis, performance analysis and contribute to business cases
* Carry out performance analysis and monitoring for the existing Field Country National Offices (FCNOs) and potential new members Embed, maximise and further develop the funding model workstreams such as NO Grid to build greater transparency, business understanding and decision support analysis
* Develop a comprehensive understanding of the NO Business drivers impacting financial performance and the interdependencies within the global funding model to inform strategic financial planning within PII and wider Plan family
* In co-operation with the Global Hub (GH) Financial Performance & Analysis (FP&A) Team carry out analysis of NO financial performance on a monthly, quarterly and annual basis, including a variance analysis. Use this analysis to provide narrative reports on NO financial performance to the CFO, Financial Audit Committee, Financial Leadership Team, Global Financial Leadership Network and similar Plan International Stakeholders.
* Each month and quarter review NO financial submissions (both actuals and forecasts) to ensure completeness and accuracy. Where appropriate work with NO finance colleagues, GH Accounting Services and FP&A colleagues to address errors and gaps as well as any recurring process issues.
* Work with NO Finance Teams, GH Accounting Services and GH FP&A team to identify errors, omissions and inefficiencies in the financial reporting, forecasting and inter-company processes between NOs and GH Finance, and to collaboratively develop solutions to these.
* Collaborate with the Financial Modeller, FP&A team and NO Finance Teams to support the development of multi-year financial forecast for NOs.
* Prepare and present an annual report on NO and Plan International Inc (PII) reserves and reserves policies.
* Input directly in the Financial Sustainability Programme on matters concerning NO finance
* Champion change by role modelling the behaviour expected from all colleagues, develop and communicate plans to ensure change is successfully implemented within own department.

## QUALIFICATIONS AND EXPERIENCE

* Ideally educated to degree level preferably in finance or economics related subjects or with equivalent experience
* Experienced business partnering skills
* Experience of political strategy
* Understanding of global fundraising landscape
* Qualified Chartered Accountant (ICAEW/CIMA/ACCA or internationally recognised equivalent)
* Ideally experience in INGO Sector (ideally Humanitarian/development) or not for profit, with experience at a Plan International National Office or similar organisation particularly desirable

## COMPETENCIES: LEADERSHIP AND BUSINESS AND MANAGEMENT

**Business and Management Competencies:**

* The skills, expertise, knowledge that are necessary for successful delivery of the role’s duties. Including,

but not restricted to:

* Organisational understanding - Purpose, priorities, values and approaches
* Business processes, policies, practices and standards
* Managing resources and finance
* Managing financial, political and operational risk
* Managing technology and digital working
* Project management

## Leadership Competencies:

* Excellent communications skills (written and verbal)
* Formal people management
* Striving for lasting impact
* Being open and accountable
* Working well together
* Inclusive and empowering
* Imparting skills and knowledge

## DIMENSIONS OF THE ROLE

The role does not have a team supporting it but will be required to manage indirectly and influence key senior stakeholders in NOs.

## EXTERNAL/ INTERNAL INTERACTIONS

* Senior National Organisation stakeholders (NDs, NOFDs, NOPDs)
* Senior managers and managers in other teams, particularly the member development team
* LT
* External partners

## PLAN INTERNATIONAL’S VALUES IN PRACTICE

**We are open and accountable**

* + Promotes a culture of openness and transparency, including with sponsors and donors.
  + Holds self and others accountable to achieve the highest standards of integrity.
  + Consistent and fair in the treatment of people.
  + Open about mistakes and keen to learn from them.
  + Accountable for ensuring we are a safe organisation for all children, girls & young people

## We strive for lasting impact

* + Articulates a clear purpose for staff and sets high expectations.
  + Creates a climate of continuous improvement, open to challenge and new ideas.
  + Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
  + Evidence-based and evaluates effectiveness.

## We work well together

* + Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
  + Builds constructive relationships across Plan International to support our shared goals.
  + Develops trusting and ‘win-win’ relationships with funders, partners and communities.

## LEVEL OF CONTACT WITH CHILDREN

Low contact: No contact or very low frequency of interaction