



# INTERNATIONAL JUSTICE MISSION®

## Job Description

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<b>Job Title:</b>	Regional Specialist, Financial Planning & Analysis, Africa & Europe
<b>Job Type:</b>	Full-Time
<b>Reporting Manager:</b>	Regional Vice President, Africa & Europe
<b>Department:</b>	Africa & Europe Region
<b>Office:</b>	London location
<b>Starting date:</b>	March 2021

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### Job Brief:

The Regional Specialist, Financial Planning & Analysis (RFPA) provides regional-level leaders with the support, information, analysis and insight needed to make strategic decisions. This will enable IJM's Africa & Europe region to achieve regional objectives by ensuring fiscal responsibility and good stewardship within our region. This role works closely with the Global Financial Planning and Analysis team to ensure alignment, information and support for Global-level planning and decision-making needs. Collaborating across program, advancement and support teams in the region, the Regional Financial Planning Analyst reports directly to the Regional Vice President of Strategy & Operations, Africa & Europe (RVP).

The success of this role is measured by the following Key Result Areas (KRAs):

1. Facilitate the creation of informative and accurate strategic plans, annual budgets and quarterly forecasts by developing and entering regional and hub-level expense plans, targets, assumptions and projections.
2. Support the RVP and Africa & Europe Leadership Team in making strategic decisions by providing them with return on investment and opportunity cost analysis.
3. Develop dashboards for Regional leaders, Country Directors and budget managers to review their projections, actuals, budgets and expenses, utilizing data from Adaptive Insights and Salesforce.
4. Ensure fiscal responsibility and good stewardship within the region by providing the RVP with regular reliable reports and analysis of their performance against budgets and forecasts.
5. Equip the RVP and key members of the regional leadership team with training, tools and templates that enable them to understand and utilize IJM's financial planning process and financial data.

### Specific Contract Deliverables:

1. Development & implementation of annual revenue creation and budget creation-
2. Development of training modules for country-level financial analysis.
3. Successful training of country-level financial personnel and budget managers on FP&A processes and procedures.

### Ongoing Roles and Responsibilities:

#### Leadership, Program Management and M&E:

1. Support key budget managers within the region (with cost-benefit analysis and long-range planning) in managing their financial resources.
2. Create and enter expense plans supporting the Region's contribution to IJM's strategic plan.
3. Provide and create expense plans for monthly, quarterly, annual and ad hoc analysis of the region's (cashflow, spending trends, forecasts etc.).
4. Support the Region's contribution to IJM's annual budget, includes grant-specific project.
5. Model and advise the RVP and other budget managers within the region on the financial impact of strategic decisions and changed circumstances.
6. Support grant proposals and grant budgets within the Region when required.
7. Assist key budget managers within the Region in allocating and reallocating financial resources.
8. Identify and advise key budget managers within the region on inefficiencies/redundancies.
9. Assist the RVP in creating Africa and Europe's submission for Revenue Planning.
10. Assist the RVP in creating revenue targets and projections in Salesforce.
11. Advise the Vice President of Financial Planning on the Region's spending trends and cash flow projections.

- Calculate the return on investment, internal rate of return and opportunity costs of programs and projects within the Region's portfolio.

**Policies and Procedures:**

- Develop policies and procedures that adapt IJM's global financial planning policies and procedures to the region's specific context.
- Advise the Vice President of Financial Planning on innovations and desired improvements in financial management to better serve the region.

**Training and Development:**

- Provide key budget managers within the Region with IJM-specific financial management training.
- Train budget manager within the Region on interpreting ROI and cash to raise a dollar metrics.
- Train budget managers to interpret Adaptive and Salesforce Dashboards.

**Research, Program Management and M&E:**

- Create expense plans supporting existing and envisioned programs and projects within the region to support regional leadership with cost-benefit analysis and long-range planning.
- Provide key budget managers within the Region with monthly, quarterly, annual and ad hoc analysis of their budget versus actual data (cash flow, spending trends, etc...), including of grant-specific projects.
- Calculate the return on investment, internal rate of return and opportunity costs of programs and projects within the Region's portfolio.
- Identify and advise key budget managers within the region on inefficiencies/redundancies.
- Support the grants management team in the creation of grant proposal budgets funding programs within the Region.
- Support the advancement teams from other regions in the creation of restricted gift proposal budgets funding programs within the region.

**Documentation, Reporting & Data Management:**

- Develop a hierarchy of regional programs and projects within IJM's budget management tool to allow for expense tracking on a program and project basis.
- Enter expense plan data into IJM's budget management tool as part of the strategic planning, budgeting and forecasting processes.
- Develop customized reports and dashboards that allow budget managers within the Region to understand and act on financial data.

**General Accounting & Statutory Compliance:**

- Convert cash-based data entry into accrual-based expense plans and actuals reporting.
- Monitor and report on the expenditure of restricted funds to ensure donor compliance.
- Monitor and report on the expenditure of grant funds to ensure grantor compliance.
- Advise the Controller on the optimal cost center structure to support the region.
- Advise the Controller on the Region's desired amendments to the chart of accounts.

**Authority:**

<b>Topics</b> (mention the topics as applicable for the position)	<b>R</b>	<b>A</b>	<b>C</b>	<b>I</b>
Create regional expense plans for IJM's global strategic plan and annual budget	✓			
Create regional quarterly expense plan forecasts	✓			
Provide regional leadership with reports, feedback and analysis of revenue and expense results	✓			
Provide the financial planning team with reports, feedback and analysis of trends		✓		
Make strategic decisions regarding regional investment in programs or projects			✓	✓
Create cost proposals for grant and restricted gift proposal applications			✓	✓

**Education & Experience:**

- Bachelor's degree in finance, accounting, business administration, statistics, international development, or other similar discipline.
- At least five years of professional experience in financial planning, accounting, forecasting, budget management, grant acquisition, program management and/or data analysis.

3. Graduate degree or certification in finance, accounting, business administration, statistics, international development, or other similar discipline preferred.
4. Experience in financial management for complex, rapidly growing organizations operating in multiple currencies and on multiple data platforms preferred.

#### **Technical Competencies:**

1. Experience and high-level competency with Microsoft Excel and/or other similar software packages.
2. Experience with Adaptive Insights, Workday Financials and/or Salesforce CRM or similar data platforms.
3. Experience with Tableau or similar data visualization software packages strongly preferred.

#### **Non-Technical Competencies:**

1. Ability to effectively communicate and collaborate with leaders from various cultures and disciplines.
2. Ability to find simple elegant and proactive solutions to seemingly intractable complex problems.
3. Ability to develop and implement new processes with teams with ranging financial analysis experience or exposure.
4. Ability to remain winsome, professional, loving and engaged in professional disagreement or conflict.
5. Ability to maintain the posture of a servant, ensuring that our customers succeed.

#### **Location and Travel requirements:**

1. Role *may* require 1-2 trips to another IJM office if required.
2. The position will be based in London, UK. Support for relocation will not be offered.

*\*This post is subject to an occupational requirement that the holder be a Christian under Part 1 of Schedule 9 to the Equality Act 2010*

#### **How to Apply**

- Please submit:
  - A covering letter of maximum two pages, explaining why you are suitable for and interested in this post. Please demonstrate how your skills, experience and personal qualities meet the requirements of this role and why you are interested in the work of IJM.
  - Curriculum Vitae with relevant experience.
  - Statement of Christian Faith up to one-page, describing your faith journey, current spiritual disciplines and how you see your faith as relevant to your involvement with IJM.
- **Closing date for applications: Wednesday 3 March 2021, 4 pm.** However, please note we will be processing and interviewing candidates on a rolling basis and will seek to appoint as soon as possible.
- Please email applications to [contact@ijmuk.org](mailto:contact@ijmuk.org) with the subject line *Regional Specialist – FPA*.
- If you have any questions about the role please contact Biju C Mathew, Regional Vice-President, at the following address: [bmathew@ijm.org](mailto:bmathew@ijm.org)