

Job/Role Title	Financial Planning & Analysis Manager
Division	Internal Facing
Grade	F
Location	Hub - Delhi
Responsible to	Director of FP&A
Date	March 2023

Role Purpose: To adapt, develop and modify (as and where required) effective and efficient systems, structures and processes financial planning, reporting and business partnering across the Secretariat.

Context of role: In order to respond to IPPF's new and bold strategy 2023-28, it is now undergoing a global realignment process. One of the pillars under this realignment process includes building greater efficiency within the internal functions including Finance, People management and Information technology.

Under finance the overall direction of travel is to ensure moving towards a unified way of working, building core policies and practices that record and provide financial information accurately and on timely basis. Three broad areas of work under this process include:

- Moving most of the finance function to Delhi in three hubs of transaction management, donor reporting and planning and analysis;
- Vertical integration of the corporate services in an attempt to move us closer to our long-term vision and work collaboratively as a unified Secretariat and
- Upgrading processes and systems to ensure harmony and synchronization within the secretariat.

This role will work very closely with the Head of FP&A in adapting, developing and modifying effective and efficient systems, structures and processes financial planning, reporting and business partnering across the Secretariat. Adhere to the safeguarding reporting and monitoring requirements of this role.

While this role is going to be based in Delhi, it will report to the Head of FP&A position.

Management responsibility/reporting

- The role will line manage business analysts in the FP&A function.

Role Deliverables

- Build and devise mechanisms to ensure set up of a global rolling calendar for all FP&A activities.
- Build and devise mechanisms to ensure process, structure and system are in place to prepare in a timely and efficient manner:
 - secretariat wide plan and budget including revisions thereof.
 - the quarterly forecasts.
 - management accounts.
 - ad-hoc donor budgets/ utilization reports prepared for institutional core donors.
- Advise and optimize budget holders understanding in how to access, manage, and monitor their budgets.
- Build a strong planning and budgeting tool that integrates with Netsuite.
- Build and delivery training of stakeholders in the area of financial planning and analysis.
- Build and optimize costing models to support decision making within the secretariat.
- Support the Director, FP&A in managing change within the finance function.
- Support and enable a safe environment, adhering to the safeguarding reporting and monitoring requirements of this role.

Key Skills/Expertise:

- Qualified chartered accountant with relevant post qualification work experience.
- Excellent IT skills – a whizz with excel, pivot tables, and modelling tools. Quick, clever, and creative analytical skills - interrogates data to find answers and trends.
- Good at explaining what, why & how.
- Adaptive in approach, conscious of deliverables and timelines, ability to multi-task.
- Stakeholder management and business partnering experience.
- Desire to learn and improve processes continually.
- Team player and always eager to support.
- Experience in ensuring value for money decision making processes.
- Excellent analytical skills with an eye for detail.
- Excellent communication and reporting skills in English.
- Collaborative and open working style.
- Demonstrate an understanding of and commitment to safeguarding in local and international context.
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- Demonstrates ability and willingness to work in a diverse, multicultural, multilingual and intergenerational environment that is anti-racist and respectful of others.
- An intersectional (pro) feminist passionate about sexual reproductive health care rights + justice, including safe abortion.
- Supportive of people's rights regardless of sexuality or gender identity/expression and supportive of worker's rights and access to health care in sex work.

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