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| **TITLE:** Finance Transformation Manager (Roving) |
| **TEAM/PROGRAMME:** SCI Change & Deployment, International Programmes | **LOCATION:****Any existing Save the Children International Regional or Country office Worldwide** with frequent travel to other country office locations |
| **GRADE:** Nat-2  | **CONTRACT LENGTH:** Permanent  |
| **CHILD SAFEGUARDING:**Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** The Finance Transformation Manager is a role sitting within the Change and Deployment team that has been created to deliver a number of high priority projects implementing new systems and business processes across Save the Children International (SCI)’s country offices. The Finance Transformation Manager is responsible for providing financial and accounting functional expertise to support countries to implement Coding and PRIME. They will support successful completion of readiness activities as well as providing hands-on, practical support to help country finance teams and other stakeholders prepare for and manage the change pre and post go-live.  This position is for a Roving Finance Transformation Manager, which means that they will be responsible for supporting selected country offices across multiple regions, as well as providing input on a global scale to improve the quality of the solution design and deployment approach.As this is a ‘roving’ position, we would expect at least 60% of time is spent travelling to support country offices. |
| **SCOPE OF ROLE:** **Reports to:** Transformation Deployment Lead – Finance, with a dotted line to the Regional Finance Director depending on where the role holder is based **Role Dimensions**:* Close co-operation with Regional Change Managers and Business Transformation Trainers based in the region to ensure full alignment on project progress, risks and issues.
* Extensive engagement with the local coding project teams, regional teams and SMT, as well as other country teams and SMTs
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| **KEY AREAS OF ACCOUNTABILITY :** **Stakeholder engagement*** Engage with Finance Directors, and other members of the SMT as appropriate, to explain the strategic rationale for these projects and ensure buy in
* Lead on coding engagement calls and kick offs
* Hold weekly check in calls with project lead
* Maintain a strategic overview of the deployment plan in the RO and drive performance

**Readiness activities and pre-requisites*** Provide functional expertise to enable countries to complete the technical readiness activities
* Provide guidance and support country offices in validating data required as part of readiness activities

**Change impact assessment and solutions*** Ensure change impact to finance processes and teams are fully understood and plans are in place to manage this effectively at the country office level
* Provide support and guidance to enable countries to implement the changes to business processes and policies within the finance teams

**User acceptance testing*** Support country office finance teams to complete UAT for impacted finance processes

**Training, coaching and post go-live support** * Facilitate the online course and deliver training sessions on technical tools
* Provide coaching on the new processes
* Provide support to troubleshoot issues and escalate to the Centre function and project team where solutions cannot be found at a local level

**Transition to BAU and continuous improvement*** Recommend improvements to the solution (both business process and system) to better meet the needs of the country office and where needed, raise change requests to the Change Approval Board
* Implement the post go live plan including running refresher sessions with countries as required
* Assess and provide hands on support to countries where needed
* Ensure that lessons learned are shared across the global finance function and within the region (for example by leading sessions at the Regional Finance meetings)
* Ensure Finance BAU roles and responsibilities are understood from the start of the implementation
* Facilitate a smooth transition to BAU for the finance teams
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| **BEHAVIOURS (Values in Practice**)**Accountability:*** holds self accountable for effective and timely preparation, roll out and consolidation of all selected project implementations in all assigned countries
* holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* holds the countries and region accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit within the SCI C&D approach, providing the necessary guidance to improve performance

**Ambition:*** translates the ambitious and challenging goals for themselves in proactive action and engagement and encouragement of relevant country staff, takes responsibility for their own personal development and encourages relevant country staff to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale

**Collaboration:*** builds and maintains effective relationships, with their C&D team, country staff, regional management team and PMO
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS** Educated to degree level / equivalent work experience |
| **EXPERIENCE AND SKILLS*** Experience working in the Finance team of an SCI country office
* Demonstrated experience and capability of leading, facilitating and influencing change and the delivery of major projects affecting business processes and systems in the field
* Proven ability to work in a large complex and highly networked matrix organisation and influence through ‘soft power’
* Previous experience of, and highly effective in, the guiding and coaching of others
* Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy in
* Excellent interpersonal skills, a proven ability to engage stakeholders
* Knowledge and experience of working within a standardised project methodology
* A strong results orientation and proactive approach
* Excellent communication skills, fluent in written and spoken English (French in WCA, Spanish in LAC, Arabic for MEEE)
* Competent in MS Word, Excel and PowerPoint
* Willingness and ability to travel within the region for circa 60%
* A commitment to Save the Children values

**Desirable*** CPA / CFA qualification

**This role can be based in London or any existing Save the Children International Regional or Country office location on approval, provided the successful candidate has proof of eligibility to work from the preferred location.**  |
| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by: Joanna Sidani** | **Date: 1st Feb 2023** |
| **JD agreed by: Beth Lister** | **Date: 1st Feb 2023** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |