

Job Vacancy

Director of Finance and Support Services

The **Director of Finance and Support Services** will support the Country Director (CD) and Senior Management Team (SMT) in developing and implementing operational strategies in accordance with MSI Cambodia's mission and vision statements, managing the business and finance functions of the company, and co-ordinating business processes and procedures to ensure organisational and operational effectiveness and efficiency. This role will drive business planning activities, providing practical and innovative input in the development of operational plans and will bring discipline to the strategic decision making process to manage the effective use of business and financial resources. This key leadership role is a member of the SMT and is responsible for driving the efficient performance of the Support Services incorporating Logistics, Supply Chain Management, IT and Finance.

Job Title:	Location:	Reporting to:	Probationary Period:
Director of Finance and Support Services	MSIC's Support Office – Phnom Penh	Country Director	3 months

Marie Stopes International is a global organisation providing personalised contraception and safe abortion services to women and girls. Our local teams of professionals are passionate about the work they do in communities across 37 countries. The services they provide give a woman the power to choose when she has children so that she's free to pursue her plans and dreams for herself and her family. Marie Stopes International Cambodia (Marie Stopes) was established in 1998 and operates 7 reproductive health clinics, clinical outreach services, a call centre to provide information to clients and provides technical support to numerous public and private partners. In 2016, Marie Stopes provided services to approximately 80,000 women and men in Cambodia. A key responsibility of this role is to further **Marie Stopes' Vision: A world in which every birth is wanted** and its **Mission** of ensuring the individual's right to: **Children by choice, not chance.**

It is a role requirement that the job holder must fully comply with, promote and live **Marie Stopes' Core Values**:

Mission Driven

Client Centred

Accountable

Courageous

Key Responsibilities

- Proactively identifying risks and opportunities to improve the financial position of MSIC, monitoring income/cost ratio, ensuring budget holders have appropriate finance skills to meet optimal value, and provide training as required.
- Oversee the annual budgeting and business planning process and provide strategic financial advice, insight and analysis related to all major financial and business decisions.
- Ensure an effective tracking and compliance system for all accounting functions is in place utilizing sound financial management principles.
- Oversee all other financial matters across audit, reporting, cash flow, expenditure control and compliance with MSIC, MSI policies and sound accounting principles
- Drive continuous improvement in business operations to ensure sustainability, growth and effective performance
- Drive effective procurement and logistics processes across the organisation including setting policies and guidelines for ensuring cost effectiveness, quality and compliance with MSI Global requirements and international best practice.

Qualifications/Skills and Experience:

- Extensive financial management experience in a senior role, preferably in an international organisation.
- Solid understanding of supply chain process, experience managing supply chain desirable
- Demonstrable track record in building strong teams and managing people, fostering a high performance team environment with a strong commitment to achieving results.
- Business management experience with advanced analytical skills.
- Demonstrated understanding of managing day to day operational activities with cost efficiencies.
- Strong leadership and managerial skills including the ability to influence decisions.
- A continuous improvement approach with strong analytical skills, good judgement and the ability to make sound decisions.

This role is a great opportunity to contribute your skills and commitment to a rewarding project in an emerging health sector of significance.

The salary range is 2,300 – 3,000 plus other benefits

We are committed to Child Safeguarding and Protection from Sexual Exploitation and Abuse. Please note, appointment to this position is subject to the outcome of background checks. We are an equal opportunity employer and women are strongly encouraged to apply.

Please visit <http://www.mariestopes.org.kh/Career> or contact our Human Resources Team for a detailed job description. Interested and qualified candidates should send applications (CV and a cover letter) to hrd@mariestopes.org.kh or alternately via post to: **Marie Stopes International Cambodia (MSIC) Head Office, Address: Phnom Penh Centre, Building F, 1st Floor, Sotheaors Boulevard, Sangkat Tonle Basac, Khan Chamkarmorn, Phnom Penh, Tel: 023 994 082/083.**

Only short-listed candidates will be contacted. Closing date for applications is **Tuesday 30/October/2018 at 09:00am.**