

# MEDAIR

*each life matters*

## APPOINTMENT OF FINANCE DIRECTOR

“For I was hungry and you gave me food, I was thirsty and you gave me drink, I was a stranger and you welcomed me, I was naked and you clothed me, I was sick and you visited me, I was in prison and you came to me.” Matthew 25:42



## INTRODUCTION

As a Christian faith-based NGO, Medair embodies the compassion of Jesus Christ, as we relieve human suffering in some of the world's most remote and devastated places. In this time of global pandemic, Medair's humanitarian mission has never been more critical. Medair reaches out to people in need, saves lives, and restores hope in crisis-affected communities. We believe the image of God lives in each person we serve.

Medair is seeking a Finance Director who will be a member of the Executive Leadership Team (ELT) and will lead the organisation's finances with integrity to face the challenges and opportunities of the future. While directly reporting and accountable to the CEO, the Finance Director is a true team-player in the ELT, especially working closely together with the International Programme Director. In close cooperation with the ELT, the Finance Director will lead, support and guide all departments, country programmes, affiliate offices, and Medair teams in our financial management. The Financial Director also has a dotted reporting line to the Chair of the Audit, Compliance and Finance (ACF) Committee of Medair's International Board of Trustees, and provides a quarterly and annual financial reporting to the CEO and ACF Committee.

The Finance Director will be in control of Medair's financial condition, assessing our organisational performance against both annual budgets and long-term strategic objectives. We are seeking a gifted leader and team player who will strengthen organisational budgeting and planning, financial risk management, accounting and financial controls, cash and treasury management, and financial reporting. While positively collaborating with the ELT colleagues, the Finance Director will mentor and develop a direct team of managers and build trusting and motivating relationships with geographically diverse teams.

The Finance Director position offers major responsibility and influence across our worldwide operations, creating a critical platform for further improving Medair's financial sustainability and impact within the humanitarian sector.



## CONTEXT OF THE APPOINTMENT

Even before COVID-19, the humanitarian aid sector was undergoing a major transformation, with top-heavy business models being challenged and overhauled. Now the whole sector is contending with the impact of COVID-19, financial crises, and a global hunger crisis. There is a need to develop new ways of working, establish new partnerships, continue decentralising operations, while also building up reserves to handle the volatility of our times. The need for a servant-hearted, dynamic, cooperative and disciplined finance director to oversee all aspects of Medair's global financial operations has never been more essential.

In the last 10 years, Medair has almost tripled in size in terms of the number of people we reached and the funding available for our mission, increasing to USD\$77m in 2021, and strategic desire to grow the portfolio to US\$84m in 2022. At the same time, the humanitarian sector remains dramatically underfunded relative to the scope of global needs, and the number of people who need humanitarian aid continues to rise sharply. Medair will need strong, strategic financial leadership to keep reaching more people while maximising the efficiency of every aid dollar.

Medair's "People to People" strategy is based on engaging people (donors, prayer partners, humanitarians, staff, and volunteers) to help reach and serve people in need. We approach each person in need as a unique individual and seek to treat them with the compassion and respect they deserve. The end goal of our projects is to see people's lives restored for the better. We are not simply a delivery channel of supplies, resources, and knowledge. Despite the large populations involved in relief programmes, we are committed to making our assistance as personal as possible.



Maintaining a balanced and stable approach to funding and finances is essential to a people-centred approach to aid. We seek to ensure high quality and ethical work by training staff, doing evidence-based programming, adhering to global standards and guidelines, tracking outcomes and impact, and focusing on life-saving impact. To ensure strong accountability, we seek to establish rigorous standards and hold ourselves to those standards with compliance measures and internal audits. We continuously ask people in need and crisis-affected communities for feedback about our services. We respond to criticisms, make incremental

improvements, and keep investing in new, innovative ways to better serve people.

The Finance Director will provide Medair with complete financial stewardship of our life-saving mission, enabling our humanitarian teams to deliver aid to millions of people, ensuring that we remain on track in maintaining integrity and accountability in all our global financial operations.



## FINANCE DIRECTOR - ROLE AND RESPONSIBILITIES

Having the responsibility with the CEO and other ELT Directors for the organisation's operations, and leading a strong finance team in our Global Support Office (GSO) and in the field, this role needs a high calibre servant leader, finance manager and team player to help reach the new Medair vision and strategy that aims to relieve human suffering for the world's most vulnerable and difficult-to-reach people so they have the hope of a better life.

### Position Overview and Purpose

- Serving as a member of the Executive Leadership Team (ELT) and contributing to the development and implementation of the organisational strategy.
- Capture, prepare, and present financial information to the CEO on a regular basis, so that it can be used by the CEO/ELT and IBOT to further improve pro-active organisational decision-making.
- Developing and improving the finance strategy to support the organisational vision.
- Strengthening cash and treasury measurement, and controlling costs.
- Maintain and strengthen our standardised and frequent reporting systems, and use and develop, as appropriate, forecasting and planning systems.
- Deepening external relations, partnerships and networks, including those with banks auditors, donors, and other INGOs in support of our Finance objectives.
- Work with the Information Technology Services (ITS) dept to further utilise and support Medair's Enterprise Resource Planning (ERP) implementation in field programmes.
- Pro-actively communicating and collaborating with other Directors and their departments so that the Finance Department serves to support Medair's organisational objectives and values.

## Department Overview

Medair Global Support Office (GSO) provides operational guidance for country programmes, along with both technical and compassionate support for our relief workers. Within our GSO and affiliate offices, we are also responsible for promoting the work of Medair to the world, to raise and manage the funds needed to run our life-saving and sustaining programmes, and to recruit international and GSO staff.

The Finance department will provide strong financial leadership and guidance to the organization, strengthen proactive strategic financial management, cash and treasury management, and financial reporting.

## Responsibilities

### a) Executive and Strategic Management

- While reporting and being accountable directly to the CEO, work closely together with departmental directors of the ELT, in assessing organisational performance against both the annual budget and the organisation's long-term strategic objectives.
- Serve as a pro-active member and team player of the Executive Leadership Team (ELT).
- Participate in key decisions pertaining to strategic initiatives, operating model, and operational execution.
- Develop tools and systems to provide critical financial and operational information to the CEO / ELT and make actionable recommendations on both strategy and operations.
- Report, in cooperation with the CEO, to the Board's Audit Compliance & Finance (ACF) committee around financial issues and trends, related to our operating model(s) and operational delivery.
- Assist in establishing yearly objectives and selecting and engaging outside consultants, auditors, and bankers, as appropriate.
- Oversee long-term budgetary planning, costs management, and reserve build-up in alignment with the organisation's strategic plan.
- Assist the CEO in ensuring that the organization stays focused on building a healthy level of financial reserves.
- Be in full control of the financial condition of the organisation and ensure the CEO, ELT, and Board are fully aware of the financial state of the organisation at any required time.



## **b) Leadership**

- Provide financial leadership to the organisation by ensuring optimal deployment of resources to achieve the organisation's business goals.
- Provide servant leadership to the Finance Department by ensuring that the team delivers the highest standard of departmental, cross-departmental, and cross-organisational teamwork and service.
- Develop a finance and accounting team strategy that is fully aligned with the organisation's strategy.
- Lead and coach the team to recruit and retain high-calibre staff.
- Provide coaching, guidance, and support, and set professional development plans to assist the team members in reaching their full potential through the performance management process.



## **c) Team Management**

- Actively contribute and participate in the Executive Leadership Team, not just by representing the finance function, but also as co-leader and co-responsible for the operational well being of the organisation and its staff.
- Mentor and develop a direct team of Managers (including Finance Controller & Treasury Manager, General Accounting Manager, and Programmes Finance Manager).
- With the finance management team, manage work allocation, training, problem resolution, performance evaluation, and the building of an effective team dynamic.
- Provide for appropriate career-building and professional development activities to ensure a climate of growth for all finance employees.
- Participate as a humble and engaging team player in the weekly ELT meetings and regular ELT team building outings.

## **d) Budgeting & Planning**

- Lead the annual budgeting process, as well as the quarterly updated forecasting.
- Maintain and share monthly overview and update on Medair's cash flow situation.
- Analyse, consolidate and report monthly on Medair's financial income, both institutional donor receivables as well as private funding (unrestricted and restricted).
- Oversee the development of the capital budget.
- Develop financial modelling, financial forecasts, and financial analysis to support the

annual financial plan and long-term strategy.

#### **e) Management Reporting**

- Assume responsibility for the organisation's financial management reporting.
- Present quarterly and annual financials with accompanying analysis of results to the CEO, ELT and the board.
- Present monthly the "Budget vs. Actual" country programmes, the GSO budget and organisational budget to the CEO, International Programmes Director, and the ELT.
- In addition, present to the CEO, ELT and ACF the quarterly financial results, including an updated forecast, overhead calculations (donor coverage), cash and reserve planning.
- Present monthly, quarterly and annual private funding review to the Fundraising & Relationships (Engagement) Department, CEO, and ELT.
- Develop regular reporting and analysis, including key metrics reports, and conduct ad-hoc financial analysis as required in coordination with other departmental directors.
- Keep the CEO and ELT proactively informed on financial developments.

#### **f) Accounting & Financial Controls**

- Ensure that all external financial reporting is completed in a timely manner.
- Oversee quarterly and annual statutory and consolidated financial audits and reports.
- Serve as key point of contact for external auditors in coordination with the CEO, the ELT, the Internal Auditor, the ACF board committee, and relevant finance managers.
- Oversee continuous improvement of all accounting and financial policies and processes.
- Work closely together with the Internal Auditor on control and audit issues.
- Oversee the finance internal control and audit systems, their use, and documentation, so as to always be prepared and well set up for the proper management and follow up of external audits.
- Oversee the development of the Finance Team to achieve best practices and optimal output, while reducing costs where appropriate and possible.
- Serve as final point of escalation for all internal control issues, fraud or corruption concerns, and financial closure issues from the Finance team and managers.



#### **g) Cash Management**

- Oversee treasury management.
- Provide support to Accounts Receivable collection activities on all grants to General

Accounting Manager and Programmes Finance Manager.

- Ensure that cash-flow forecasting is developed and that accurate near-term cash forecasting is maintained.
- Manage ongoing banking relationships for maximum efficiency.

#### **h) Financial Risk Management**

- Analyse all foreign exchange risk, in coordination with the Managers, monitor Forex gains/losses on all grant contracts.
- Review foreign exchange reporting policy on all foreign currency grants to ensure minimal exposure to the organisation.
- In coordination with the International Programmes Director and the Programmes Finance Manager, monitor all over-and-under spending on all grant contracts.
- Ensure compliance with all financial constraints of grant contracts.
- In coordination with the Finance Controller and the Internal Auditor, ensure that adequate internal controls are functioning to guarantee accurate transaction entry in the accounting system, and that the potential for fraud is reduced to a minimum.
- Ensure that all appropriate closure processes are used to guarantee the accuracy of the trial balance.



#### **i) Innovation/Changes**

- Be involved in leading and overseeing the introduction of a new financial management and accounting system.
- Encourage a culture of continuous process improvement in the Finance team for greater efficiency and productivity without compromising internal controls.
- Be a change agent, who listens and consults people, so as to help Medair to further change, build and grow its efficiency and impact.
- Sponsor projects to reduce manual processes, and paperwork, multiple entries, and any inefficiencies in our finance management and processes.

#### **j) Spiritual Leadership & Team Spiritual Life**

- Live out Medair's values (Hope, Faith, Compassion, Dignity, Accountability and Integrity) with team members, local staff, beneficiaries, and external contacts.
- Be a humble and listening servant leader, trying to imitate and follow the biblical model, which always aims to develop, empower and grow people.
- Work and pray together in our Christian faith-based team settings.
- Fully contribute to the rich spiritual life of our teams, including leading team devotions,



- prayers, and words of encouragement.
- Encouraged to join and contribute to Medair's international prayer network.

## SKILLS & COMPETENCIES

### Education

- Relevant degree from a recognised university, preferably in business administration with a strong accounting and financial management focus.
- Certification in accounting (ACCA / CPA or equivalent), or Masters in Finance or another relevant related certificate, is desirable.

### Languages

- English fluency (spoken and written).
- Working knowledge of French, is desirable. German language would be an asset.

### Behavioural

- Strong management and leadership skills, with a servant heart, and able to empower and motivate staff at all levels; experience in managing teams in complex environments.
- Able to fully ascribe to and actively demonstrate and champion Medair's mission, vision, and values.
- Excellent team-building and empowerment skills and ability to effectively manage conflict.
- Skilled in change management leadership; very capable and experienced in relationship-building and able to persuade well and collaborate with influencers.
- Humble leader, willing to adapt, learn, listen and serve the organization and its mission.



### Leadership

- Confidence to be operationally decisive, with the experience of working in a geographically dispersed organisation.
- Creative, dynamic, and optimistic 'out of the box' thinker who is enthusiastic about new, innovative opportunities to strengthen our way of working.
- As a member of the Executive Leadership Team (ELT), jointly lead the development and maintenance of Medair's Christian faith.
- Servant-hearted and visionary Christ-like leadership which creates a culture of trust.
- Active and mature devotion to Jesus that reflects His love for people.
- Consistently to live and act from a place of prayer and discernment.

- Able to nurture spiritual health in others, inspiring deeper faith.
- Demonstrates humility and a serving attitude in empowering others, showing a willingness to learn individually and as a team.

#### **Technical**

- Strong management and leadership skills, able to empower and inspire staff at all levels.
- Demonstrable experience and capability in accounting, reporting, compliance, and knowledge of not-for-profit accounting and grant management.
- Strong interpersonal skills with a demonstrated ability to lead and to make decisions.
- Process and task driven, with a strong focus on planning and strategy.
- Ability to plan ahead, execute, monitor, and review objectives.
- Good time-management skills, able to define, focus, and deliver on target.
- Desire to learn and improve, quick to adjust to changes in and outside the organisation.
- Competent with Office365, familiar with online tools (Teams, Box, etc.).
- Conversant with accounting systems (e.g. MS Dynamics, Navigator) and Microsoft Office suite (i.e. Word, Excel, PowerPoint, Access).
- Excellent written and verbal communications skills.



#### **Work Experience / Expertise**

- 5+ years in a senior financial management position or equivalent and managing significant budgets.
- Experience in the humanitarian sector and working with various international institutional / government donors / authorities is desirable.
- Information services experience – experience working with information technology staff to manage finance and accounting software packages would be desirable.
- Overseas field experience would be an asset; Medair experience would be an asset.
- Experience in leading high performing teams in complex environments.
- Familiarity with the production and presentation of reports.



## ABOUT YOU

For over 30 years, Medair has provided emergency health responses to people in need in vulnerable countries around the world. You will find the international staff in Medair to be a remarkable community of deep faith and highly professional humanitarian service. Alongside our faithful and hard-working national staff in the field we reached over 3.2 million people in need with vital humanitarian aid in 2021.

So why should you consider joining Medair's team? Our staff frequently quote the following as reasons they are motivated to work for Medair:

- contribute to a greater purpose
- help the world's most vulnerable
- mobilise people with resources and capacity to serve people in need
- work in a professional humanitarian organisation
- work in a Christian faith-based NGO that shares my values
- work in an international team environment
- be in an organisation small enough to consider itself a family which cares for each other
- and agile enough to respond rapidly to new emergencies.

If you are also motivated by these reasons, and by our season of strengthened leadership, maturity, and change then perhaps serving with Medair is the answer to a prayer you have been asking.

## HOW TO APPLY

The Finance Director position is a permanent appointment. The role has been based in Switzerland at our Global Support Office (GSO) in Ecublens (near Lausanne), but Medair is also open to considering candidates who would work from alternate locations but with a commitment to make regular visits to the GSO.

Medair's working language is English, but speaking French is helpful for this Swiss-based role, and German will be a strong asset. Applicants must be in good health and available to travel overseas for field visits under basic conditions as needed.

Applications should be sent by email to [recruit-fd@medair.org](mailto:recruit-fd@medair.org) by **Monday 21<sup>st</sup> February 2022 6pm CEST**.

The application should comprise:

- A mandatory covering note of not more than two pages outlining your motivation and relevant experience for the role. This covering letter should also include the names of your three referees - 2 professional and 1 pastoral/personal. Please note – these referees will not be contacted until late in the process and with your prior agreement. The names and details of these referees will be held in strictest confidence.
- A full CV, including educational and professional qualifications, a full employment history showing the more significant positions, responsibilities held, and relevant achievements.

First interviews will be held remotely via chat (Teams) for shortlisted candidates. Further interviews will be held in Switzerland for the top three finalists, subject to COVID-related travel restrictions. The successful candidate will be expected to take up the Director post as soon as is reasonably possible.

