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| **ROLE PROFILE: Finance Subject Matter Expert (SME) – Transformation Projects - Data Migration** | |  |
| Position Title: | Finance Subject Matter Expert (SME) – Transformation Projects - Data Migration |
| Position ID: | 844403571 |

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| **Team** | CAPP Project | **Grade** | P3 |
| **Reports To (Title)** | Finance Team Lead – Transformation Projects | **Contract Length** | FTC – until 31 December 2025 |
| **Location** | Any existing SCI office location | **Time-zone** | Any |
| **Languages** | English | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  Save the Children International (SCI) is undergoing significant transformation across a number of core business procedures, systems, and structures, through the implementation of a number of High Performing Organization (HPO) Change Projects.  One Programme is CAPP (Coding, Agresso, PPM & PRIME) which has four core strands:   1. Deploys a new global financial data model and finance system (Agresso) 2. Introduce a new project management methodology (PMM) to improve the quality of our programming for children 3. Deliver a technology solution (PRIME) that enables the new PMM 4. Deliver this solution not only to Save the Children International, but also across the Membership   We are aiming to deploy the programme across SCI Centre and Country Offices as well as Member Offices. To achieve all deployments to SCI, and Member offices within this timeframe we are now recruiting a team of Subject Matter Experts (SMEs) that can focus on deployment to our Country offices, specifically.  **Role purpose**  The main role of the Finance SME is to ensure the Global Financial Data Model and the Agresso system are implemented in Country offices. The work with Country offices will include explaining the Global Financial Data Model and working with other CAPP SMEs to support Country offices to understand the impact of implementing the full CAPP global solution. This includes working with and advising the Country teams on what additional financial data they need to satisfy local reporting requirements, help them with mapping from their current data model to the global data model and explain to them how key financial processes will work in the future state, such as budgeting and recording of expenditure. The Finance SME will also work closely with other members of the wider project team and Country teams to explain the standard Agresso system solution and confirm with the Country offices that this is fit for purpose for them or whether they have any additional requirements. |

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| **Principal Accountabilities** |
| * Fully understand and manage successful knowledge transfer and explanation of the Global Financial Data Model’s key concepts, attributes, and definitions to our Country offices, to enable them to effectively perform an impact assessment including developing Country Office specific guidance and training materials * Guide Country offices in doing their current state and change impact analysis (on processes, systems and people) of the introduction of the Global Financial Data Model in their office. As part of this conduct Change impact assessments of existing finance processes to determine the impact of the new coding model on future state and support countries to prepare for implementation * Guide the Country offices in doing the mapping of their current data model to the global data model and support them to work through any accounting and budgeting problems they may find. Support Country offices in thinking through how they will execute key financial processes and reporting when they adopt the new financial data model * Partner with Regional Change Managers, Country / Regional Office teams, wider SMEs etc. to review and quality assure data and any associated processes requiring change. Execute the Programme Data Migration Strategy to ensure that all new codes are generated, and data is migrated and tested on time * Carry out testing of the system changes to ensure that they are in accordance with the design documents and meet the needs of stakeholders at country, regional and SCA level. Carry out testing of the migrated data to ensure they are in accordance with the agreed Data mapping rules and actively investigate and follow up on any discrepancies, pulling in IT as needed * Ensure that any issues or solutions that have an impact on the Country Office deployment scope are brought to the relevant governance groups for review and approval, before any final decisions are made on how to proceed * Engage with CAPP project stakeholders including through the Finance working group, preparing content as required. Act as CAPP Programme team representative in all non-project meetings and forums as required * Serve as part of the Finance Functional team on the CAPP programme with a flexibility to support and help on other pieces of work that have the highest priority for the programme * Actively share knowledge with other Finance SME’s working in other workstreams of the programme |

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| **Budget** |
| None |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: None  Manager of a team: No  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: No  Percentage of required for travel: Up to 5% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)   * Country and Regional Office Finance * Transformation Delivery and IT Management Team * Project Lead * Project Teams * IT Team - Architecture, Development etc.   **External** |

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| **Competencies** |
| Cluster: Leading  Competency: Developing self and others  Level: Accomplished  Behavioural Indicator: Gives regular positive and constructive feedback to others  Cluster: Leading  Competency: Delivering results  Level: Accomplished  Behavioural Indicator: Holds others accountable for achieving results and challenges underperformance  Cluster: Thinking  Competency: Problem solving and decision making  Level: Accomplished  Behavioural Indicator: Makes informed strategic decisions based on full evaluation of the opportunities and risks of each idea and solution  Cluster: Thinking  Competency: Innovating and adapting  Level: Accomplished  Behavioural Indicator: Builds others’ confidence in their own ability to develop new ideas and embrace change  Cluster: Engaging  Competency: Communicating with impact  Level: Accomplished  Behavioural Indicator: Promotes dialogue with key stakeholders through active listening and effective questioning  Cluster: Engaging  Competency: Networking  Level: Accomplished  Behavioural Indicator: Builds strong relationships with a broad range of stakeholders |

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| **Experience and Skills** |
| **Essential**   1. Strong problem-solving skills, analytical ability and attention to detail to identify and assess alternative options and proposals 2. Strong collaboration skills, a team player, able to work collaboratively with different functions and colleagues’ different offices, to identify the best solutions for the organisation as a whole 3. Strong experience managing different stakeholders across varying levels. Ability to understand different contexts and perspectives and adjust communication style based upon this as required. Ability to challenge and negotiate assertively and cooperatively with senior staff 4. Experience with and a strong technical understanding of financial management processes in a large multi-lateral organisation, ideally within an NGO 5. Experience of implementing financial systems improvement projects. A good level of knowledge and experience of using finance systems, ideally Agresso 6. Ability to manage a complex and varied workload; to work effectively under pressure; and to organise and prioritise work to meet deadlines. Ability to work independently and judge when to ask for advice or inputs 7. Advanced skills in Microsoft applications, especially excel 8. Excellent verbal and written communication skills; ability to explain complex issues to a variety of audiences   **Desirable**   * Non-profit sector knowledge/experience (especially international development projects) * Second language – French, Spanish or Arabic |

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| **Education and Qualifications** |
| **Essential**   * Relevant Finance qualification (ACA, ACMA, ACCA) strongly recommended   **Desirable** |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 1: A basic criminal record background (DBS) check is required/equivalent police record check. |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 1 |  | Carlqa Singh | Suzanne Vincent | Michael Koutstaal |