

<b>Role Title</b>	<b>Financial Planning &amp; Analysis Manager</b>
<b>Division</b>	<b>Finance &amp; Technology</b>
<b>Grade</b>	<b>F</b>
<b>Location</b>	<b>Delhi</b>
<b>Reports to</b>	<b>Director of FP&amp;A</b>
<b>Date</b>	<b>December 2025</b>

**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:** IPPF has a new and bold strategy 2023-28. One of the pillars under this 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. Most of the finance function is based in the Shared Service Unit (SSU) in Delhi. SSU has three hubs, one each for financial management, donor reporting and financial planning and analysis

This role is part of the Financial Planning & Analysis hub and will be key in adapting, developing and modifying effective and efficient systems, structures and processes financial planning, reporting and business partnering across the Secretariat. This role is going to be based in Delhi and will report to the Director of FP&A who is based in London.

#### **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 budgeting and forecasting
  - Monthly management accounts.
  - Reporting to core donors / utilization reports prepared for institutional core donors.
- Advise and optimize budget holders understanding in how to access, manage, and monitor their budgets.
- Support the implementation of 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.

#### **Key Skills/Expertise:**

- Qualified chartered accountant with at least 5 years of relevant post qualification work experience in Financial Planning and Analysis.
- Excellent IT skills – a whizz with excel, pivot tables, modelling tools and PPTs.
- Quick, clever, and creative problem solving - 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 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.

Agree to sign and adhere to IPPF's Code of Conduct and Safeguarding (Children and Vulnerable Adults) Policy. 'IPPF is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, volunteers, contractors and partners to share this commitment'.