

## Job description

<b>Job title</b>	Commercial Bid and Budget Manager
<b>Department</b>	New Business and Partnerships Team
<b>Location</b>	London, UK
<b>Reporting to</b>	Director of New Business and Partnerships
<b>Liaison with</b>	New Business and Partnerships team, Finance staff, Programme Management and Technical Teams, in-country programme teams, partners and sub contractors
<b>Hours</b>	Full time, 35 hours per week
<b>Type of contract</b>	Permanent
<b>Organisation</b>	
<p>Options Consultancy Services Limited is a leading global health consultancy established in 1992 as a wholly owned subsidiary of Marie Stopes International.. We manage health programmes that ensure vulnerable women and children can access the high quality health services they need. We work with partners to co-create and implement locally informed solutions to complex health problems. This includes governments, development partners, NGOs, civil society and health workers. Our programming is flexible, evidence-based and politically informed. This means we adapt to changing contexts, use data to inform our decisions and ensure our approach is appropriate. Our focus is always on building local skills and systems that last.</p>	
<b>Main purpose of job</b>	
<p>The Commercial Bid and Budget Manager will work within the New Business and Partnerships Team (NBP) reporting to the Director of New Business and Partnerships with close working links with the Director of Finance. The NBP team co-ordinates and manages the business development process, in conjunction with others in Options (e.g. Lead Technical Writers, Senior Management, Programme Management and Finance Teams). The Commercial Bid and Budget Manager will play a pivotal role in the development of new proposals, being responsible for the construction and presentation of budgets and advising on wider commercial aspects of all proposals.</p> <p>The post is based in Options' office in central London. Occasional international travel may be required.</p>	
<b>Main duties</b>	
<p><b>Preparation of the commercial elements of proposals:</b></p> <ul style="list-style-type: none"> <li>• Working with the Director of NBP, Assistant Director of NBP and Director of Finance, responsible for the development of the commercial aspects of proposals as directed, including production of commercially viable budgets that offer funders value for money but ensure resources are appropriate for programme needs and are aligned to programme aims and delivery.</li> <li>• Develop budget templates in line with clients' requirements, including aligning proposed budgets to appropriate structures for fee rates, expenses and running costs.</li> <li>• Responsible, under guidance, for the development of Options' proposal budgets.</li> <li>• Construct budget templates for partner organisations, guide partners through the completion, quality assure the returns and consolidate into an overall proposal budget template. Support and/or lead budget negotiation as needed.</li> </ul>	

- Contribute to the presentation and review of all budgets prior to submission, ensuring they are comprehensive and that all budget data is correctly entered, and advising on changes where necessary.
- Play a leading role in the development of wider commercial models, including fee rate benchmarking, analysis and demonstration of value for money and payment by results approaches.

**Post tender:**

- Contribute to revisions of budgets and commercial tenders as part of contract negotiation with clients.
- Contribute to reviews where bids have been unsuccessful.
- On successful bids to work with the Programmes team ensuring they have a comprehensive understanding of the budgets and assumptions to assist them during the programme start up.
- Communicate budgets to partners, meeting their need for information and ensuring they understand the budget and assumptions upon which it was constructed.

**Other duties:**

- Support, as required, the provision of financial information to assist with the development of bid and new business related strategies.
- Advise on ways in which business development systems can be enhanced and developed to improve efficiency and/or increase our chances of bids being successful.
- The postholder will work and liaise very closely with staff in the finance team and will be expected to work with them to develop the approach including the construction of data on overhead costs, day rates, etc.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

**Signed by:**

**Date:**

## Person specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
CCAB finance qualification		✓
Management or administrative qualification with significant financial component	✓	
<b>Experience</b>		
Wide ranging financial skills encompassing both financial and management accounting.	✓	
Extensive experience of budget development and analysis	✓	
Experience of developing and maintaining complex and large spreadsheet models	✓	
Thorough understanding of and experience in the development sector		✓
Knowledge and experience of the requirements of donors including but not restricted to DFID, the World Bank and foundations (e.g. the Bill and Melinda Gates Foundation)		✓
<b>Skills and attributes</b>		
Analytical skills	✓	
Highly developed (advanced) spreadsheet skills (Excel)	✓	
Excellent communication skills (written and verbal) with the ability to present and explain complex issues to staff from a variety of backgrounds	✓	
Ability to work autonomously to tight deadlines	✓	
Ability to work as part of a team and on own initiative	✓	
<b>Other requirements</b>		
Pro-Choice	✓	
Commitment to equal opportunities	✓	
Commitment to the principles of Safeguarding	✓	
Fluency in written and spoken English	✓	
The right to work in the UK	✓	