

## Role Description

### Project Financial Accountant

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**Job title:** Project Financial Accountant

**Salary:** £30,600

**Location:** 1 Wimpole Street, W1G 0AE

**Reports to:** Head of Finance

#### **Background**

THET has been supporting health workers around the world since 1989, improving patient care through targeted training programmes. We work with a diverse range of partners to build a world where everybody has access to affordable and quality healthcare. In the past six years alone, THET has reached over 74,000 health workers across 34 countries in Africa, the Middle East and Asia.

Today, one-in-seven people around the world will never see a qualified health worker in their lives. For the communities that do, often they are faced with an under staffed, poorly resourced and inadequately trained workforce, a situation that results in poor patient care and unnecessary lives lost.

#### **Purpose**

This post is responsible for supporting the Head of Finance in developing robust financial management procedures for both the UK and overseas programmes. This post will take an active role in supporting overseas staff with financial management as we build finance capacity in country.

#### **Key responsibilities**

##### **London Office**

- Prepare monthly bank reconciliation statements for UK bank accounts.
- Set up weekly payment run on the online banking system including funds requests from regional offices.
- Prepare monthly journals for accruals, prepayment and ensure balance sheet reconciliations are in line with month end time-table and year end time-table.
- Oversee the purchase ledger.
- Supervise the HR & Operations Finance Officer in relation to finance duties.
- Work with Head of Finance on the change of finance systems.
- Assist the Head of Finance in the preparation and production of statutory accounts, management accounts and board financial reports.
- Work with the Head of Finance to review and implement internal control systems to ensure financial probity.

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- Any other duties as requested from time to time by the Head of Finance.

#### **Regional Offices**

- Provide proactive support to overseas finance staff to build Finance capacity in country and ensure accurate reporting.
- Hold regular Skype calls with overseas finance colleagues to ensure efficient and smooth running financial processes between the offices.
- Act as the first point of contact to resolve financial queries on projects, escalating only where necessary to the Head of Finance.
- Process regional offices monthly returns as per agreed deadlines.
- Produce accurate donor reports as per donors reporting guidelines.
- Reconcile bank reconciliations, petty cash and advance accounts for all regional offices.
- Work with Head of Finance to review quarterly expenditure forecasts.
- Work closely with Head of Programmes to ensure that London salary costs are properly recharged to programmes.
- Prepare quarterly journals for FX gains or losses and quarterly cost recovery charges.
- Working closely with the Head of Finance to manage the financial systems and processes that enable THET to satisfy donor reporting requirements.
- Work with Head of Finance and Programme staff in relation to the development of new programmes budgets.
- Undertake visits to regional offices for internal audit and finance capacity building in country.

#### **Person characteristics**

- CCAB qualified or part-qualified, with at least two years' experience of working in a financial position in a similar environment
- A high level of proficiency in English
- Willing and able to undertake overseas travel
- Experience of QuickBooks or similar accounting packages
- Understanding of SORP, VAT, technical accounting and analytical skills
- Good communications skills, with the ability to provide instruction, guidance and advice to other staff as well as being able to present financial data to non-financial colleagues
- Able to meet deadlines and identify and resolve problems
- Experience of financial modelling desirable.

