



Finance Officer Job Pack

Thanks for your interest in working at THET. This job pack provides you with everything you need to know to apply for this role and what it means to work at THET.

If you would like to discuss the role further, please send your enquiry to jobs@thet.org.

Role profile

Hours	Part Time - 30 hours per week
Location	Currently all staff are working remotely and operating a Hybrid policy and we are open to applications from across the UK
Reports to	Financial Controller
Salary	£25,970- £30,404 per annum (pro-rata) depending on experience
Duration	Permanent
Closing date	19 th October 2022

Why this is a great opportunity

This is an ideal role for someone who is interested in a career within the international NGO sector as part of a highly supportive Finance and Operations Team.



Here are the top three things we think you can be excited about:

- 3 days additional leave for the December holiday period plus bank holidays.
- Hybrid working with the ability to work anywhere across the UK.
- 5% pension contribution by THET.

Job purpose

You will be a fifth and essential addition to a supportive Finance and Operations team of four staff members. It is essential that you have experience of general accounting skills and be comfortable working to different deadlines. The successful candidate will be an analytical, intelligent accountant who will provide high quality support for a range of teams across the organisation.

You will have the ability and communication skills to build strong working relationships at all levels across the organisation and particularly with non-finance staff. The successful candidate will have at least two years' experience working in a similar role and preferably be part qualified. They will also be a forward thinking and proactive individual who is willing to take part in a variety of activities in order to maintain a stable work environment.



For over 30 years, THET has been working in partnership to strengthen health systems and build health workforce capacity in LMICs. Working closely with Ministries of Health and in partnership with UK and LMIC health institutions, and as an NGO in Official Relations with the World Health Organization, we strengthen health systems by responding to local and national priorities, supporting the training of health professionals, facilitating knowledge exchange and the development of policy and regulatory environments, and offering thought leadership and project management expertise.

At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience. They are rooted in an understanding that equitable relationships between health professionals across borders can benefit all involved.

Role profile

Key Responsibilities

- Prepare monthly bank reconciliation statements for UK bank accounts.
- Process supplier invoices and staff expense claims and prepare weekly payment run.
- Prepare sales invoices and process a monthly debtor ageing report, chasing up any outstanding balances.
- Process monthly credit card expenditure and undertake monthly reconciliation of accounts in QuickBooks.
- Process internet and cheque donations.
- Preparation of workings for quarterly VAT return.
- Prepare and process Gift Aid transactions

Skills and abilities

- At least two years' experience of working in a financial position in a similar environment, with the candidate preferably being part qualified.
- A high level of proficiency in English.
- Experience of QuickBooks or similar accounting packages.
- Must have understanding of basic accounting principles.
- IT literate and proficient in Word, Excel, Outlook and PowerPoint
- 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.
- Enthusiastic, hardworking and willingness to learn.
- High levels of integrity and understands the importance of maintaining confidentiality.
- Able to meet deadlines and identify and resolve problems.

How to Apply

Please send your CV and a covering letter explaining precisely how you satisfy the person specification to jobs@thet.org on or before midnight on 19th October 2022.

Closing Date: 19th October 2022

Interviews to be held 26th October 2022 – 4th November 2022

This post is UK based. Non-EC nationals will require current and valid permission to work in the UK