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TROPICAL HEALTH AND EDUCATION TRUST

JOB DESCRIPTION

Job Title:	Project Financial Accountant
Reports to:	Head of Finance, HR & Operations
Salary:	£35,700 per annum
Location:	1 Wimpole Street, London, W1G 0AE
Hours:	37.5 hours per week
Contract:	Permanent
Interviews:	Friday, 1 st February 2019
Closing Date:	Sunday, 27 th January 2019

Background

As we approach our 30 year anniversary, there's never been a better time to join our dynamic, friendly team working to further global health. This post is responsible for supporting the Head of Finance, HR & Operations 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.

About THET

Today, one billion people will never see a qualified health worker in their lives. For over thirty years, THET has been working to change this, training health workers to build a world where everyone has access to affordable and quality healthcare. We do this by leveraging the expertise and energy of the UK health community, supporting health partnerships between hospitals, colleges and clinics in the UK and those overseas. From reducing maternal deaths in Uganda to improving the quality of hospital care for injured children in Myanmar, we work to strengthen local health systems and build a healthier future for all. In the past seven years alone, THET has reached over 84,000 health workers across 31 countries in Africa, the Middle East and Asia in partnership with over 130 UK institutions.

Job Purpose

This post is responsible for supporting the Head of Finance, HR & Operations 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.

Accountability And Working Relationships

The Project Financial Accountant is accountable to the Head of Finance, HR & Operations and will work closely with the Finance team as well as senior management. In addition, this post has considerable interaction with members of the UK Head office and Country staff based overseas.

Main 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 Finance Officer in relation to finance duties.
- Assist the Head of Finance, HR & Operations in the preparation and production of statutory accounts, management accounts and board financial reports.
- Work with the Head of Finance, HR & Operations to review and implement internal control systems to ensure financial probity.
- Any other duties as requested from time to time by the Head of Finance, HR & Operations.

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, HR & Operations.
- 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, HR & Operations 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, HR & Operations to manage the financial systems and processes that enable THET to satisfy donor reporting requirements.
- Work with Head of Finance, HR & Operations 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 Specification

- 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.

Benefits

- Annual Leave: 25 days annual leave, plus 3 additional days between Christmas & New Year plus bank holidays
Pension: Three months probationary period after which the post-holder will be eligible to join the contributory pension scheme.
- Childcare voucher scheme
- Eye care voucher scheme
- Cycle to work scheme
- Subsidised staff canteen

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 Sunday 27th of January 2019.

Closing Date: Sunday, 27th January 2019

Interviews: Friday, 01st February 2019

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

The client requests no contact from agencies or media sales.