

## Job Description:

### Finance Officer

Job Title:	Finance Officer
Reports to:	Project Financial Accountant
Salary:	£24,970 per annum
Location:	1 Wimpole Street, London, W1G 0AE
Hours:	37.5 hours per week
Contract:	Permanent
Closing Date:	22 <sup>nd</sup> April 2019

## 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 84,000 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

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 also be part qualified and will be a forward thinking and proactive individual, willing to take part in a variety of activities in order to maintain the stable work environment.

## Key responsibilities

- Prepare monthly bank reconciliation statements for UK bank accounts
- Process supplier invoices/staff expense claims and prepare weekly supplier payment run
- Set up monthly payments for UK staff and expatriates & consultants based in regional offices
- Prepare sales invoices
- Process monthly credit card and petty cash expenses and undertake reconciliations on QuickBooks
- Process donations on Salesforce and QuickBooks



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## Person characteristics

- A strong 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.
- Experience of QuickBooks or similar accounting packages.
- Understanding of financial accounting.
- 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.

## 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 through the application link below on or before midnight on Monday 22 April 2019.

**Closing Date:** Monday, 22 April 2019

**Interviews to be held:** Friday, 26 April 2019

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