

Job Description:

Finance Officer

Job Title:	Finance Officer (Temp.)
Reports to:	Project Financial Accountant
Salary:	£24,970 per annum
Location:	1 Wimpole Street, London, W1G 0AE
Hours:	37.5 hours per week (Full-time)
Contract:	3 months (starting October 2019)
Closing Date:	22 nd September 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

THET is seeking to fill the Finance Officer role on a temporary basis of 3 months. 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

- Process supplier's invoices into QuickBooks and review of creditors ageing report prior to payment run.
- Maintain the scanning and filing system for the bank payments and suppliers invoices as they are received.
- Process monthly credit card expenditure including expenditure on Caxton cards and undertake monthly reconciliation of accounts in QuickBooks.
- Process internet and cheque donations.
- Process monthly petty cash expenditure and undertake reconciliation.
- Prepare monthly bank reconciliation statements for UK bank accounts.
- Process sales invoices, review of debtors ageing report every week for unpaid sales invoices.

- Input new project budgets into the financial systems.
- Set up project codes/ class codes for new projects on QuickBooks.
- Undertake monthly bank reconciliations of CAF Gold and HSBC bank accounts.
- Special projects including researching on finance information systems.
- Process staff expense claims.
- Setup monthly payments for UK staff and expatriates & consultants based in regional offices.

Skills and abilities

- A strong part-qualified, with at least two years' experience of working in a financial position in a similar environment.
- Must have understanding of financial statistics and basic accounting principles.
- IT literate and proficient in Word, Excel, Outlook and PowerPoint and demonstrable knowledge of QuickBooks, Sage or other accounting software (skills will be tested at interview stage).
- Good communications skills, with the ability to provide instruction, guidance and advice to other staff.
- Confident, self-motivated person with a friendly, can-do approach.
- Ability to meet deadlines and to identify and resolve any complications.
- Enthusiastic, hardworking and willingness to learn.
- Highly reliable, presentable and motivated to undertake assigned tasks.
- High levels of integrity and understands the importance of keeping confidentiality.
- Ability to work on own initiative.
- Excellent organisational skills and attention to detail.
- Excellent planning and organising, ability to multitask and prioritise the workload.

Benefits

- **Annual Leave:** 25 days annual leave (pro-rata).
- 3 additional days between Christmas & New Year plus bank holidays
- **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 22nd September 2019.

Closing Date: 22nd September 2019

Interviews to be held: TBC

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