Job Description

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Finance Officer</th>
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<tbody>
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<td>Reports to:</td>
<td>Director of Finance and Operations</td>
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<tr>
<td>Salary:</td>
<td>£24,000- £27,000 per annum gross, depending upon experience</td>
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<td>Location:</td>
<td>1 Wimpole Street, London, W1G 0AE</td>
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<td>Hours:</td>
<td>37.5 hours per week</td>
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<td>Contract:</td>
<td>Permanent</td>
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About the Role

THET is looking for a Finance officer to join our Finance team, ideally starting July 2020. You will be joining THET at a very exciting time of growth for the charity. This follows a period of intense and successful effort to diversify our income and secure new contracts.

The role is ideal for a person who relishes the opportunity to work in a friendly, innovative, medium-sized charity which occupies a very distinctive place at the interface between the NHS and health service across Africa and Asia.

THET has country offices in Ethiopia, Myanmar, Zambia, Tanzania, Uganda and Somalia/Somaliland. Our team in the UK office is composed of Programmes, Grants, Communications and External Engagement and Policy and Learning teams as well as Finance and Operations.

THET are looking for a dynamic Finance Officer to deliver outstanding level of service and support across the Organisation.

About THET

Today, one billion people will never see a qualified health worker in their lives.

Since 1988, THET has been working to change this. 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.

We do this by leveraging the expertise and energy of the UK health community, supporting Health Partnerships between NHS institutions, Royal Colleges and academic institutions in the UK and those overseas. In the past ten years THET has reached over 100,000 health workers across 31 countries in Africa, the Middle East and Asia in partnership with over 130 UK institutions.

In 2018, the charity had a turnover of £5m and employed 30 staff across six offices. From 2020 onwards, our turnover will be a £8m a year.

You can learn more about our work on our website [https://www.thet.org](https://www.thet.org)
Purpose
The successful candidate will manage the purchase ledger as part of our finance team.

Key responsibilities

The successful candidate will be expected to perform any of the following tasks:

- Manage accounts payable and ensure all suppliers are paid - entering supplier invoices, internet/cheque donations into accounting software
- Entering bank transactions and reconciling UK bank accounts
- Process petty cash expenditure and reconcile with amount in cash box
- Preparation of weekly payment runs for review by Director of Finance and Operations
- Process and reconcile monthly credit and purchasing card expenditure
- Upload regional office monthly expenditure into accounting software
- Create purchase orders and GRNs for supplier invoices as required, following up as appropriate and undertake other associated actions including updating of the invoice log
- Support the Assistant Accountant with Journals- central/other costs / income, upload into finance system as part of month end processes including; staff salary allocations, “cost centre clearing”, restricted and unrestricted income, FX transactions / revaluation and intercompany transactions, and all associated / other balance sheet account reconciliations
- Update and maintain FX rates (transaction and donor currency rates) in the finance system
- Create, update and maintain project codes and budget lines in the finance system
- Maintain effective communications with members of the Finance team and others to ensure smooth and efficient flows of communication
- Support the adherence to THET policies and procedures
- Working with the other members of the Finance team, continuously assess the service being provided to the users of the management accounts and explore ways of improving them to ensure that core finance processes are being undertaken as efficiently as possible
- Assist finance team with other tasks as needed, and maintain relevant filing systems

Person Specification

Essential Criteria

- Currently studying towards a recognised accountancy qualification (i.e. ACCA, CIMA, AAT, ACA) with a view to further study; or has substantial experience of working in a finance department
- Tangible practical experience of providing financial accounting support and resolving financial accounting queries. Charity experience would be an advantage
- IT literate and proficient in Word
- Able to communicate effectively with finance stakeholders

Desirable Criteria

- Basic/Intermediate knowledge of Excel

Personal qualities

- Good communications skills, written and verbal
- Confident, self-motivated person with a friendly, can-do approach.
• Ability to meet deadlines and prioritise workload.
• Enthusiastic, hardworking and willingness to learn.
• High level of integrity and understands the importance of keeping confidentiality.
• Ability to work on own initiative.
• Excellent organisational skills and attention to detail.

Benefits
• 25 days annual leave (pro-rata) plus 3 days between Christmas and New Year
• Pension scheme: THET contribution at 5%
• Full study support for the AAT qualification at Level 3 and potentially beyond

Conditions of Employment
Hours: Full-time- 37.5 hours per week- 09.00- 17.30 Mon-Fri
Leave: 25 days annual leave, plus 3 additional days between Christmas & New Year

How to apply
Please email your CV and a covering letter (no more than two A4 sides) to jobs@thet.org by midnight on Sunday 14th June 2020. Please explain precisely in the cover letter how you satisfy the person specification.

Closing date: Sunday 14th June 2020

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