**Job Description**

<table>
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<tr>
<th>Job Title:</th>
<th>Financial Controller</th>
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<td>Reports to:</td>
<td>Director of Finance and Operations</td>
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<tr>
<td>Salary:</td>
<td>£42,000-£47,000 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 Financial Controller 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. It is vital that you have experience of working in an international charity at a mid-senior level.

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 Financial Controller to deliver outstanding level of service and support across the Organisation. As a qualified accountant, as well as leading the production of key financial information and statutory reporting, you will lead by example and support the Director of Finance and Operations to help drive a strong control environment and meet key external compliance and reporting commitments. Please visit the [THET website](http://www.thet.org) to learn more regarding 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.
Job purpose
This post is responsible for supporting the Director of Finance & Operations in developing and maintaining robust financial management process and procedures, striving for continuous improvement 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.

Key responsibilities

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

• Lead on the production of annual UK statutory accounts and audit, and act as first point of contact for support on internal and external audit queries
• To support the Director of Finance and Operations with monthly and/or quarterly project expenditure forecasts, review actual expenditure versus budget/forecast in conjunction with budget holders, reviews
• To be the focal point for support, ensuring all financial data is correctly recorded and captured on the Finance system in a timely manner, including monthly financial returns, project and balance sheet reconciliations
• Lead the continued development of new finance systems and reporting tools and better meet the needs of the business
• To assist Programme Managers with project budgets and identifying financial reporting requirements for new funding proposals
• Lead the monthly UK staff charging and country office allocations (Funding overview)
• Prepare monthly cashflow, debtors and FX reporting
• Prepare timely monthly management accounts
• Assist the Director or Finance and Operations in the production of annual budgeting and forecasts
• To identify and resolve any financial issues with the Director of Finance & Operations, Country Directors, Programme Managers and budget holders
• To prepare regular and ad hoc financial reports, analysis and forecasts for the Director of Finance & Operations, Country Director or SMT
• Review and produce donor reports in line with donor requirements and deadlines
• Work with the Assistant Accountant to ensure that all balance sheet accounts that relate to country offices are reconciled, including accrued & deferred income
• Management and development of accounts receivables and accounts payables
• Review VAT transactions and submit returns to HMRC, including Charity Commission annual returns
• Support the Director of Finance and Operations to review and implement internal control systems, ensuring THET is fully compliant with necessary internal and statutory requirements, maintaining documentation of UK financial policies and procedures
• To pro-actively suggest new ways of working and solutions to problems as appropriate, including compliance areas
• Any other duties as requested from time to time by the Director of Finance and Operations
Person Specification

Essential knowledge, skills and experience

- Qualified Accountant - ACA/ACCA qualified, with at least three years’ experience of financial accounting in an International development organisation
- Experience of working with UK and international donors, delivering high-quality reporting on funds/donor grant accounting from statutory bodies such as DFID or similar major donors and an appreciation of donor compliance issues
- Experience of year-end accounts to SORP/FRS102 standard and assisting with audit
- Systems implementation experience, developing chart of accounts; using accounting software
- Excellent communication (written and verbal) skills, with the ability to influence, provide clear instructions and guidance to staff, including presenting financial data to non-financial colleagues
- The ability to present detailed and complex financial information in a clear, concise and readily understandable way, using IT applications as appropriate
- Knowledge of the theory and practical application of accounting principles and controls including VAT, Partial exemption VAT and payroll, Gift Aid and Taxation
- An eye for detail with a high level of accuracy, together with the ability to keep sight of the broad picture.
- Excellent IT skills with experience of operating computer-based financial management systems. Competent to advanced level in Microsoft Excel.

Personal qualities

- Ability to work mainly unsupervised to deliver against agreed priorities within broad guidelines and make decisions/recommendations that have implications beyond finance.
- Team player with the interpersonal skills and flexibility necessary to work within a small team and contribute to the achievement of team objectives during a period of significant change. Ability to proactively plan workload around others, as well as be adaptable where necessary.
- Ability to communicate technical information, adapting style to target audiences, to develop shared understanding of main issues, and initiate and maintain a range of professional relationships
- Ability and willingness to work under pressure to process high volume of work while meeting tight deadlines
- A systematic and organised approach with an ability to follow things through
- Fluency in written and spoken English
- Commitment to the aims and values of THET

Benefits

- Annual Leave: 25 days annual leave, plus 3 days between Christmas & New Year
- Childcare/eye care/cycle to work schemes
- Season ticket loan
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.