



UK-MED Register: Finance Manager

Candidate Information Pack

June 2023

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The UK-Med Register

UK-Med is a frontline medical aid INGO. We've been working for over 20 years towards a world where everyone has the healthcare they need when crises or disasters hit. We're on-call to get to disaster zones at 24 hours' notice and save lives.

With crises becoming more frequent and severe, we also help communities get ready for future emergencies and we make sure that what we learn is shared, so people across the world can get the best care.

UK-Med responds to sudden onset disasters, disease outbreaks and other exceptional pressure on health systems by deploying surge health teams to provide extra clinical capacity and expertise. We both directly provide healthcare and undertake capacity building of local health systems and personnel.

We maintain a small core staff team who design, and develop our response capabilities, but the majority of people who deliver our services in the field come from our Register.

Our Register includes around 1000 professionals from across the world including doctors, nurses, other health professionals and humanitarian professionals.

Our commitment

We maintain a large Register to ensure that we can fill all roles required in the event of a major disaster. This means that in most years, most members of the UK-Med Register will not be offered any opportunity to join a response.

When personnel are needed for a response, we will build our response team from our Register and core staff team – around 90% of personnel in our responses are Register members. We will take account of skills, competencies, availability, and readiness (whether all vetting has been completed) in deciding who to invite to join a team – this is always defined by delivering the best possible health outcomes for our patients.

Being offered a place on the UK-Med Register is not an offer of a job. Opportunities with UK-Med are very unlikely to come up frequently enough to provide a regular income, and you will need to plan to have other work that is flexible enough to allow you to join UK-Med responses as required. This means that the UK-Med Register is not suitable for everyone.

The UK-Med Register provides personnel both for UK-Med independent responses and for responses of the UK Emergency Medical Team which deploys on behalf of the UK Government.

Our requirements

To be part of our Register you will need the following:

- Deployment - you will be ready, willing, and available to deploy internationally, potentially at short notice, and stay for 6 weeks or more. You don't have to be deployable every day of the year, but you will need to be able to be on call to support and advice in making decisions and facilitating in potentially difficult circumstances.
- A special arrangement exists for UK NHS staff, under which people can be released from their job to be deployed for three weeks at a time.
- Clinical and/or professional expertise – you must already be established in your profession to be able to meet the demands of the roles and contexts you will be in during our responses. The expertise and skills requirements are included in the person specification – if you do not meet these please don't apply.
- Humanitarian competencies – UK-Med has defined a set of core humanitarian competencies that are required for all Register members. If you are an experienced humanitarian, you will be expected to demonstrate these through real examples from your previous work or volunteering. If you are a skilled clinician with limited or no humanitarian experience, you will be expected to display these competencies through our selection training activities.
- Suitability – We expect all Register members to have the highest standards of personal and professional conduct, and to share our commitment to Safeguarding and Equality, Diversity and Inclusion. We undertake extensive vetting to make sure that candidates meet our high standards of conduct. We also require all Register members to complete medical assessments to ensure that they are medically fit for deployment in our responses.

Introduction



This is an exciting time to join UK-Med. We have expanded significantly over the last few years and have an ambitious strategy in place for growth.

The world is experiencing an unprecedented level of humanitarian need. Natural disasters, disease outbreaks and conflict can hit at any time. The people affected are often the poorest and most vulnerable and the health problems they experience post-disaster are long-lasting. We believe that they deserve the highest quality emergency medical aid. We seek to save lives, but also to build resilient health systems so that people can lead healthy lives in the future.

At UK-Med, we work together to:

- **Respond** rapidly to emergencies, delivering the expertise needed to support local health services and save people's lives.
- **Prepare** health staff through training and capacity building, enabling health services to be better prepared for emergencies.
- **Learn** and share learning worldwide through our academic partners, ensuring patients get the best care.

This is a pivotal time in our history to join UK-Med. At the end of February 2022, we received the first of many calls asking for help with the crisis in Ukraine. We now have programmes across Ukraine including surgical support, health clinics, and emergency preparedness training. More than 20,000 people have already received direct support or training from UK-Med as a result.

In June 2022, we were awarded EMT (Emergency Medical Team) status by the World Health Organisation. A month later, we were formally appointed to provide EMT services for the UK government. As such we are at the front line of the Foreign, Commonwealth and Development Office's response to humanitarian crisis and can also respond to any crisis, anywhere in the world, under our own banner.

We are very excited about our plans and hope you will join us on this extraordinary journey.

David Wightwick

UK-Med Chief Executive Officer

Advert

Role:	UK-MED Register Finance Manager
Hours:	UK-Med Register role, no guarantee of any work, but if deployed work will be full-time
Duration:	Register members who deploy will be offered fixed-term contracts. The duration will depend on the requirements of the response, but most responses are between 4 and 12 weeks.
Pay:	Up to £3300 to £3600 per month dependant on assignment, payment will be on weekly basis
Location:	Internationally / any of the UK-Med response including Ukraine and or to various other locations.

Are you an exceptional Finance Manager who has strong knowledge and experience in financial management, budgeting, accounting principles, and financial reporting, do you understand the humanitarian principles and are you able to deploy to support UK-Med during an emergency response?

UK-Med is a frontline medical aid charity. Born of the NHS, we've been working for over 30 years towards a world where everyone has the healthcare they need when crises or disasters hit.

Our responses are staffed from our Register of surge responders. Register members undergo extensive training and vetting in advance, so they can be quickly deployed to where they are most needed. Register members who join a response team are offered a fixed-term contract for the response and paid in line with our globally benchmarked pay scales.

We are looking for Finance Managers to join our register, The Finance Manager Register role will play key role in ensuring preparations of UK-Med's activity reports, financial statements, and forecasts. Ensuring financial legal requirements are met.

Provide support with respect to the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements.

Provide input into the preparation of allotments, including redeployment of funds when necessary, ensuring appropriate expenditures.

You will be comfortable working at pace and thrive on achieving challenging objectives and meeting rapidly changing demands. You will be aiding management in financial decisions.

Experience working internationally, particularly in humanitarian emergency response, is essential.

We offer a competitive salary and benefits along with a friendly working environment and the opportunity to make a real difference through and influential role in humanitarian programming You will be determined, high performing, compassionate and collaborative, as well as being committed to learning and supporting others to learn. Language skills will be an advantage.

We offer excellent learning opportunities and occasional opportunities to work in international humanitarian responses, should you decide to join our Register at a later date.

How to apply

To apply, please complete the application questions and submit a **current CV and a supporting letter** (2 pages) as soon as possible. Please include a detailed explanation of your suitability for this post with **specific reference to the essential criteria** in the person specification.

Applications must be submitted through our [online jobs portal](#) no later than **30th June, 2023**

UK-Med is committed to safeguarding of our personnel and beneficiaries and has a zero-tolerance approach to sexual exploitation and abuse. We conduct thorough vetting before any appointment is confirmed.

UK-Med is committed to the principles of diversity, equality, and inclusion. We strive to provide an inclusive and supportive environment where employees feel respected and supported to be able to fulfil their potential.

About UK-Med

UK-Med (www.uk-med.org)

We train and deploy medical teams and specialists to save lives when epidemics, conflict and natural disasters hit. As disasters grow more frequent, severe and complex there has never been a greater need to respond quickly and effectively. We believe in a world prepared to help.

It started in 1988 with a team of eight Manchester clinicians led by our founder Tony Redmond, when a huge earthquake ripped through Armenia. Teams continued to deploy throughout the 1990's and 2000s, and when Ebola struck West Africa in 2014 UK-Med stepped up. We recruited and trained the one hundred and fifty UK clinicians who worked alongside local medical teams, other NGOs and DFID to bring the outbreak under control.

UK-Med has deployed teams to a range of countries and crises including Cape Verde, China, Gaza, Haiti, Bosnia and Herzegovina, Indonesia, Jordan, Kosovo, Pakistan, the Philippines, Sierra Leone and Bangladesh. Our teams have undertaken a range of work on deployment including general medical care, trauma and surgical care, outbreak response and training of local healthcare staff.

The UK EMT

The UK Emergency Medical Team (UK EMT) provides high quality emergency health care solutions in a range of humanitarian contexts on behalf of the UK Government. The programme is led by the Foreign, Commonwealth and Development Office (FCDO) and works under the guidelines of the WHO Classification and Minimum Standards for Medical Teams in sudden onset disasters. We recruit and train teams of UK-based clinicians, normally released for three weeks at a time by NHS employers. At any time, we have a team of sixty clinicians on call who are ready to respond to disasters anywhere in the world within twenty four hours.

We can respond following earthquakes, cyclones, hurricanes, disease outbreaks or to other humanitarian contexts. Depending on the needs, we might deploy individual personnel, small clinical or advisory teams, self-sufficient primary care facilities or a field hospital including surgical team and inpatient facilities.

UK-Med Vision, Mission and Values

Our Vision

A world where everyone has the healthcare they need when crises or disasters hit.

Our Mission

We save lives in emergencies.

When health services are overwhelmed, we get expert health staff to where they're needed fast.

We help communities prepare for future crises.

We Value:

Excellence

We set high standards for ourselves and the organisation. We strive to be outstanding in everything we do.

Determination

We have a can-do attitude and thrive on problem solving. No matter what the challenge, we explore all options so if there's a way we'll find it. We don't give up easily.

Compassion

We care about people. The health and wellbeing of our patients and our people is central to everything we do.

Learning

We believe in knowledge-sharing and giving people the means to develop their capabilities. We value learning and continual growth.

Collaboration

Working in partnership with stakeholders, communities and colleagues is key to the success of our work.

We respect the skills, knowledge and experience of those we work with and take care to listen and adapt to changes in need.

Job Description

Job Title	UK-MED Register Finance Manager
Duration	Register members who deploy will be offered fixed-term contracts. The duration will depend on the requirements of the response, but most responses are between 4 and 12 weeks.
Hours	UK-Med Register role, no guarantee of any work, but if deployed work will be full-time.
Place of work	Internationally / any of the UK-Med response including Ukraine and or to various other locations.

Purpose of role

This role is expected to lead accounting and financial management for all UK-Med deployments and overseas projects. The post holder will be a proactive, problem solver and out of box thinker with attention to detail and excellent understanding of cultural sensitivities.

Key responsibilities

Budget and Forecast:

1	Assist with the preparation of organisation and project budgets
2	Prepare UKEMT budget and forecast and ensure up to date data is available to the senior management for making the accurate and timely decisions

Banking and Payments:

3	Prepare and process monthly payments
4	Act as Admin on UK-Med banking system and other money transfer platforms including but not limited to Western Union, StoneX, Equals etc
5	Responsible to maintain appropriate level of cash in UK-Med's main account.
6	Conduct cash count on monthly basis
7	Coordinate with Fundraising team to accurately capture the fundraising income in QuickBooks and claim Gift Aid.

Payroll Management:

8	Responsible for processing monthly payroll and coordinate with HR counterpart to obtain payroll data.
9	Process monthly payroll journal with accurate allocations to projects.

Reconciliations:

10	Oversee the monthly bank reconciliation process, checking for and resolving errors
11	Manage the month end process on timely manner.
12	Monitor and review debtors and creditor as part of month end process.
13	Reconcile all balance sheet accounts on monthly basis.
14	Reconcile all project accounts on monthly basis and submit invoices to funder on timely manner.
15	Oversee the reconciliation of the company credit cards.
16	Oversee the intercompany transaction accounts.
17	Deploy internationally with UK-Med responses and to undertake financial casework
18	Support in recruitment of national staff with finance background for UK-Med and UK EMT Responses
19	Handle and provide needed advice in making financial decisions in the field.
20	Ensure that field operations complies with UK-Med policies and procedures outlined as per UK-Med standards.
21	Monitor budget, cash flow and reviewing cost-reduction strategies
22	Developing financial management strategies to reduce financial risk, providing relevant recommendations to maximise profits and assisting executives in decision making
23	Assist co-workers, program, stakeholders, or donors regarding financial information or issues.
Statutory Account:	
24	Prepare statutory accounts for the charity and oversee external audit.
25	Prepare other statutory reports as required
Safeguarding	
26	Comply with and uphold UK-Med safeguarding policies (including child protection, prevention of sexual exploitation and abuse, bullying and harassment) and all Codes of Conduct.
27	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
General duties	

28	Ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
29	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
30	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
31	Comply with all health and safety policies and procedures.
32	Undertake training and comply with vetting and health requirements (including CRB / police checks, referencing, health screening and vaccination requirements) appropriate to the role as specified by UK-Med.
33	Treat all people including colleagues, patients and other beneficiaries, volunteers, partner staff and the general public with respect and ensure their dignity in interactions with you and UK-Med.
34	Other tasks as might be required to ensure effective delivery of UK-Med / UK EMT deployments, projects and programmes of work.

Person Specification

UK-MED Register | Finance Manager

Qualifications / Professional Memberships		
1	Level 5 / Degree / Postgraduate Diploma in relevant subject and/or Certified Public Accountant (or equivalent knowledge and experience)	Essential
2	Part-qualified accountant or progressing towards completion of ACA, ACCA, CIMA, CIPFA or other relevant qualification.	Desirable
3	Membership of accounting or finance professional body	Desirable
4	At least three years of work experience in an international context	Essential
Knowledge, Skills and Experience		
5	Excellent theoretical knowledge of finance and significant experience of grant management including full cycle of grant management.	Essential
6	Plan, organise, and execute financial tasks and projects of the organisation.	Essential
7	Make estimates of funds required for the short and long-term financial objectives of the organisation.	Essential
8	Complete financial reports, lead the month-end closing process and conduct monthly financial forecast.	Essential
9	High numeracy skills. Excellent attention to detail. Diplomatic and discreet.	Essential
10	Able to develop, coach and support other team members, both international and national staff.	Essential
11	Develop and implement plans for budgeting, forecasting, and reporting.	Essential
12	Achieve a proper mix of equity and debt to minimize cost and maximize operational profit.	Essential
13	Understand and calculate the risks involved in the financial activities of the organisation.	Essential
14	Excellent IT skills and a confident user of Microsoft Office and database software	Essential
15	Excellent verbal and written communications skills	Essential

16	Strong organisational skills with experience of managing multiple tasks and the ability to prioritise	Essential
17	Excellent interpersonal and negotiation skills, with the ability to influence and build consensus and partnerships	Essential
18	Previous experience in a relevant sector, ideally with field experience in humanitarian / development contexts	Desirable
19	Previous experience in the NHS / healthcare sector	Desirable
20	Personal experience of working in emergency humanitarian responses	Desirable
21	Experience of working with membership / voluntary sector organisations	Desirable
22	Experience of managing finance staff and ensuring their development as professionals	Desirable
Personal Attributes		
17	Flexible, can-do attitude and good team player.	Essential
17	Approachable and professional, with the ability to build rapport with a wide range of stakeholders to forge excellent working relationships	Essential
18	Energetic and resilient individual who thrives in a fast-paced and rapidly-changing environment	Essential
19	Goal-orientated, with the ability to set clear objectives and plans to achieving them	Essential
20	Commitment to UK-Med's humanitarian mandate and passionate about putting patients at the heart of UK-Med's communications	Essential
21	Able to apply the required technical and professional expertise to the highest standards; promote and share best practice within UK-Med	Essential
22	Willingness to submit to medical and safeguarding checks required to ensure suitability	Essential
23	Willingness to work some weekends and evenings if required	Essential
24	Willingness to deploy with UK-Med overseas as required	Desirable

Key terms and benefits

Salary:	Up to £3300 to £3600 per month dependant on assignment, payment will be on weekly basis
Working hours:	UK-Med Register role, no guarantee of any work, but if deployed work will be full-time.
Safeguarding and sanctions:	<p>To ensure the suitability for the role's work with both adults and children, and/or work within regulated environments (CAA, MRHA) an assessment of suitability for this work will be completed which will include DBS / police checks. For work in some countries or funded by some donors we will also run a comprehensive sanctions / suitable person check.</p> <p>Suitability for this work is a condition of employment.</p>
Health and medical:	<p>Health clearance as 'fit to deploy' by our occupational health provider is an essential requirement for deployment in this role.</p> <p>You must complete course of all required vaccinations to be cleared for deployment.</p>
Professional requirements:	There are no required professional memberships although relevant memberships may be an advantage.
Term of contract:	Register members who deploy will be offered fixed-term contracts. The duration will depend on the requirements of the response, but most responses are between 4 and 12 weeks.

UK-MED

Building a world
prepared to help