



UK Finance Manager

Candidate Information Pack

August 2023

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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 Organization. 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 Finance Manager
Salary: £36,000 – £42,000 gross annual
Hours: Full-time
Duration: Permanent contract
Location: UK-Med Office, Manchester, UK with hybrid working (approximately 30% on-site)

We are not limiting applications solely to the UK. We are also willing to consider assisting the right candidate in obtaining a Certificate of Sponsorship (COS), if needed

Do you have knowledge of, and ability to apply financial rules, regulations, and procedures in a humanitarian environment and the ability to exercise judgment and tact in handling sensitive and confidential matters. Ability to identify and resolve data discrepancies and operational problems?

As our new Finance Manager, you will play a 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 an advantage but not essential.

We offer a competitive salary and benefits along with a friendly working environment and the opportunity to make a real difference through humanitarian work.

UK-Med is a growing and developing organisation with a committed team of staff, volunteers and members. This role is a truly exciting opportunity to help develop our people services to meet the challenges and opportunities our growth present.

How to apply

To apply, please submit a **current CV** and a **supporting letter (2 pages)** through our [online jobs portal](#). Your covering letter must include a **detailed** explanation of your suitability for this post with **specific reference to the criteria** in the person specification

Applications must be submitted no later than Wednesday **13th of September 2023**

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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're a charity and our medical teams respond to disasters around the world. We work with local emergency teams to build their resilience to future threats.

UK-Med has been responding to emergencies since 1988, when a team of eight Manchester clinicians led by our founder Prof. Tony Redmond, went to Armenia in aid of those who had been hit by a devastating earthquake. When Ebola hit West Africa in 2014, killing over 11,000 people, we recruited, trained and sent 150 NHS clinicians to work in treatment centres alongside local health workers to help bring the outbreak under control.

We have deployed clinicians following numerous large-scale natural and manmade disasters, treating patients in emergencies in Armenia, Iran, China, Haiti, Nepal, Cape Verde Islands, Sierra Leone, Bangladesh, the Philippines, Gaza, Samoa, the Kurdish refugee crisis and the Siege of Sarajevo. We have delivered training to thousands of healthcare workers in local and regional medical teams in Sierra Leone, South Sudan, China, Malawi, Myanmar, Armenia and Uganda.

Our core staff team of around 30 provides programme management and technical health expertise, logistics, fundraising and communications, finance, HR and administrative support. Our humanitarian responses are staffed by our membership - a combination of volunteers seconded from NHS employers and experienced NGO workers hired on a contingent basis for specific responses. Currently we have a membership of around 1000 people (mostly healthcare professionals and experienced NGO support staff) who have been through selection procedures, vetting and induction/training.

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 change.

Job Description

Job Title	UK Finance Manager
Reports to	Associate Director of Finance
Duration	Permanent
Hours	Full-time
Place of work	UK-Med Office, Manchester, UK. Potential for short-term international deployment.

Purpose of role

This is a senior position within our busy, friendly Head Office Finance department. The postholder will have a flexible, adaptable, and responsive approach.

They will be responsible for all day-to-day finance related operations for the charity, managing the monthly accounting process and conducting reviews of key financial systems and controls and providing financial expertise to other UK-Med staff.

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.
Assets and Stock Management:	
17	Maintain fixed asset and stock register in accordance with the accepted principles.
18	Conduct physical checks twice a year to ensure accuracy of the two registers.
19	Ensure that all assets and stocks are appropriately accounted for in the accounts and report any issues to the line manager immediately.
Systems Development:	
20	Act as Administrator for all systems in Finance departments including but not limited to QuickBooks, ApprovalMax, Budget, Freshdesk, Dext etc
21	Responsible to update IATI system on monthly basis.
Statutory Account:	
22	Prepare statutory accounts for the charity and oversee external audit.
23	Prepare other statutory reports as required
Safeguarding	
24	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.
25	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
General duties	
26	Ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.

27	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
28	Support UK-Med’s environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
29	Comply with all health and safety policies and procedures.
30	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.
31	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.
32	Other tasks as might be required to ensure effective delivery of UK-Med / UK EMT deployments, projects and programmes of work.

During a response – this role may require travel with medical teams during a humanitarian health response.

D1	When required, deploy internationally with UK-Med responses and to undertake financial casework
D2	Support in recruitment of national staff with finance background for UK-Med and UK EMT Responses
D3	Handle and provide needed advice in making financial decisions in the field.
D4	Ensure that field operations complies with UK-Med policies and procedures outlined as per UK-Med standards
D5	Monitor budget, cash flow and reviewing cost-reduction strategies
D6	Developing financial management strategies to reduce financial risk, providing relevant recommendations to maximise profits and assisting executives in decision making
D7	Assist co-workers, program, stakeholders, or donors regarding financial information or issues.

Person Specification

UK Finance Manager

Qualifications / Professional Memberships		
1	Part-qualified accountant or progressing towards completion of ACA, ACCA, CIMA, CIPFA or other relevant qualification.	Essential
2	Other relevant qualifications or training	Desirable
Knowledge, Skills and Experience		
3	Excellent theoretical knowledge of financial management in an emergency humanitarian response or a development sector.	Essential
4	Plan, organize, and execute financial tasks and projects of the organization.	Essential
5	Make estimates of funds required for the short and long-term financial objectives of the organization.	Essential
6	Complete financial reports, lead the month-end closing process and conduct monthly financial forecast.	Essential
7	High numeracy skills. Excellent attention to detail. Diplomatic and discreet.	Essential
8	Able to develop, coach and support other team members, both international and national staff.	Essential
9	Develop and implement plans for budgeting, forecasting, and reporting.	Essential
10	Achieve a proper mix of equity and debt to minimize cost and maximize operational profit.	Essential
11	Understand and calculate the risks involved in the financial activities of the organization.	Essential
12	Excellent IT skills and a confident user of Microsoft Office and database software	Essential
13	Excellent verbal and written communications skills	Essential
14	Strong organisational skills with experience of managing multiple tasks and the ability to prioritise	Essential
15	Excellent interpersonal and negotiation skills, with the ability to influence and build consensus and partnerships	Essential
16	Previous experience in a relevant sector, ideally with field experience in humanitarian / development contexts	Desirable

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

Key terms and benefits

Salary:	£36,000 - £42,000 gross annual
Working hours:	You will be required to work the hours as are necessary for the proper discharge of the duties with the notional requirement being 35 hours per working week. Work will normally be undertaken in office hours, Monday to Friday, but weekend and evening working will be required.
Annual Leave:	25 days per year plus 8 public holidays.
Pension:	10% employer contribution, with 5% employee contribution to a specific defined contribution scheme for UK-based staff.
Deployment:	You may be required to travel in support of our international programmes of work. To do so you must be fit to deploy and agree to undertake medical assessments to confirm this fitness.
Safeguarding:	To ensure the suitability for the role's work with both adults and children, an assessment of suitability to work with these groups will be completed which will include a DBS / police check. Suitability for this work is a condition of employment.
Professional requirements:	Membership of professional bodies is not a requirement but may be an advantage.
Term of contract:	Permanent

UK-MED

Building a world
prepared to help