



Finance Assistant

Candidate Information Pack

December 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 10,000 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:	Finance Assistant
Remuneration:	Up to £22,000 gross annual (dependent on experience)
Duration:	Permanent Contract
Location:	UK-Med Office, Manchester, UK with hybrid working (approximately 30% on-site)

Are you an experienced Finance Assistant with a solid background in humanitarian responses?

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.

We are recruiting a skilled Finance Assistant to join our HQ team to provide excellent financial support. Our medical teams respond to disasters around the world and we work with local emergency teams to build their resilience to future threats. Our work has never been more vital, with disasters becoming more frequent, complex and severe. Can you help build a world prepared to help?

The successful candidate will join a small and friendly finance function playing a key role supporting every aspect of the charity's work by ensuring the smooth implementation of financial and administrative processes. You will bring experience of working in a finance / administrative support role and will be used to working with electronic financial ledger systems. You do not have to have qualifications in finance, but if you hold or are working towards AAT (or similar) qualifications this may be an advantage.

You will combine your previous experience working with financial accounting processes and procedures with excellent attention to detail to make sure that your work is accurate and precise. You will be good at working in teams as well as working independently with limited supervision. Your excellent communication skills will ensure that you work well with our suppliers, donors and colleagues. You will be comfortable working at pace and thrive on achieving challenging objectives and meeting rapidly changing demands.

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

How to apply

To apply, please submit a **current CV and a supporting letter** (2 pages) that includes 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 **Monday 18th of December 2023**

Interviews will be held early January 2024

Applications for work in the UK can only be accepted from people with an existing right to work in the UK.

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	Finance Assistant
Reports to	Finance Manager
Duration	Permanent
Hours	Full-time
Place of work	UK-Med Office, Manchester, UK.

Purpose of role

To support other members of the Finance Team in maintaining operation of financial systems and record keeping, along with the provision of wider administrative support to the team.

Key responsibilities

Technical

1	Provide support to transactional Finance function – accounts payable and receivable.
2	Assist in maintenance of standing financial data – suppliers, funding bodies, etc.
3	Provide support to the monthly payroll function.
4	Track and reconcile bank statements.
5	Assist in the preparation and processing of weekly payment runs.
6	Ensure prime documents (invoices etc) are electronically scanned and paper documents are appropriately and securely stored.
7	Assist in the preparation of grant claims and requests for funds to donors.
8	Provide support to other admin staff in managing per diem and expense payments.
9	Provide support to the procurement processes particularly relating to the purchase of kit and equipment.
10	To be a point of contact for core staff, clients and suppliers regarding payments.
11	Participate in annual audits.
12	Other administrative tasks that might be required to support team projects.

Safeguarding

13	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
14	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion

General duties

15	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy
16	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism and anti-slavery
17	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts
18	Work within the security framework and subsequent rules and procedures put in place for the deployment depending on the context
19	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med
20	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
21	Other tasks as might be required to ensure effective delivery of UK-Med / READY / projects and programmes of work

Person Specification

Finance Assistant

Qualifications / Professional Memberships		
1	Relevant A-Level/Level 3 qualifications (Maths or finance related).	Essential
2	Qualified as/working toward AAT or similar.	Desirable
3	Other relevant qualifications or training.	Desirable
Knowledge, Skills and Experience		
4	Experience of working in a finance support role.	Essential
5	Experience of electronic financial ledger systems – (Quickbooks experience will be advantageous).	Essential
6	Knowledge of financial accounting standards and procedures.	Essential
7	Excellent IT skills and a confident user of Microsoft Office and database software.	Essential
8	Strong organisational skills with experience of managing multiple tasks and the ability to prioritise.	Essential
9	Experience of working with clients and suppliers.	Desirable
Personal Attributes		
10	Highest standards of integrity.	Essential
11	Flexible, can-do attitude and good team player.	Essential
12	Excellent time and task management skills.	Essential
13	Excellent communication skills.	Essential
14	Excellent attention to detail.	Essential
15	Ability to work independently.	Essential
16	Flexibility in approach to working hours as may involve occasional out of hours work.	Essential
17	A commitment to own learning and development and willingness to undertake Continuing Professional Development.	Essential

Key terms and benefits

Salary:	Up to £22,000 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 checks. 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