



# Associate Director of Finance

Candidate Information Pack

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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:	Associate Director of Finance (Visa Sponsorship Available)
Remuneration:	£54,600 GBP gross per annum (Dependent on experience)
Duration:	Permanent
Location:	UK-Med Office, Manchester, UK with some home working.

*Visa sponsorship may be available for exceptional candidates for this role, subject to the relevant Home Office immigration requirements and regulations.*

### **Are you an ambitious Finance professional keen to transform the finance function in a humanitarian response organisation?**

UK-Med is a humanitarian INGO that has been responding to disasters and health emergencies for more than 20 years. We train medical teams, both in the UK and worldwide, so they are ready to respond when epidemics, conflict and natural disasters hit. When Ebola struck West Africa in 2014, we recruited and trained UK doctors and nurses who helped local medical teams and other NGOs to bring the outbreak under control. We are core partners, providing the clinical component of the UK Emergency Medical Team (UK EMT) in line with WHO standards. 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?

We are recruiting a skilled Associate Director of Finance to join our HQ team to provide excellent leadership and oversight to a transforming finance function, including team mentoring, embedding improved financial management processes and systems, and making sure that UK-Med meets financial and legal obligations.

The successful candidate will join a small and inclusive finance function playing a key role supporting every aspect of the charity's work by providing effective financial management support. You will bring experience of leading a team and building a finance function. You will have recognized accounting qualifications with proven practical experience of senior financial management in the charitable sector.

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

## How to apply

To apply, please submit a current CV and a supporting letter (no more than 2 pages) that includes a detailed explanation of your suitability for this post with specific reference to the essential criteria in the person specification.

If applying from outside of the UK, applicants will need to meet the Home Office requirements for the Skilled Worker Visa that include:

1. Pass the UKVI IELTS/Provide proof of English language proficiency,
2. Obtain a clear Tuberculosis test (for certain countries)
3. Have a clean immigration history.

Applications must be submitted through our [online jobs portal](#) no later than **Friday 9<sup>th</sup> of February 2024**

*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](http://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

<b>Job Title</b>	Associate Director of Finance
<b>Reports to</b>	Chief Operating Officer
<b>Duration</b>	Permanent
<b>Hours</b>	Full-time
<b>Place of work</b>	UK-Med Office, Manchester, UK. (Hybrid working)

### Purpose of role

- The purpose of this role is to provide leadership to the finance function through a period of change and development, and be responsible for all aspects of financial management, systems and processes at UK-Med.
- The role will be part of UK-Med’s extended Senior Management Team with responsibility of providing timely and accurate financial information and strategic analysis to inform and influence discussion.
- The post holder will oversee financial management in all emergency responses in UK-Med.

### Key responsibilities

#### Strategy and governance

1	Lead the strategic direction of UK-Med’s finance function, shaping a clear vision for the team, whilst ensuring alignment with the organisation’s strategic plan.
2	Maintain an effective working relationship with the Chief Operating Officer, Senior Management Team and the UK-Med Board’s Finance, Audit and Risk Subcommittee, ensuring strong working relationships with all key stakeholders.
3	Review, develop and implement improved financial management processes to support robust financial management, including assessing opportunities for cost reduction and surplus improvement.
4	Provide an external interface with key stakeholders such as banks, auditors, insurers, pension funds, consultants, and charity finance specialists

#### Audit

5	Take the lead role in developing close working relationships with the auditors and the bank and other external partners
6	Prepare the organisation’s annual financial statements in time for external audit
7	Ensure full reconciliation of balance sheet accounts are completed on monthly basis

#### Budgeting and Forecasting



8	Prepare the organisation's annual budget, ensuring it aligns to the organisation's strategy and business plan.
9	Provide a finance 'business partnering' service to the Senior Management Team and associated budget holders
10	Ensure that management accounts and forecasts are produced monthly
11	Monitor progress against budget with each budget holder and help address any risks or issues identified.
12	Manage the organisation's cash flow effectively, ensuring any risks or issues identified are escalated.
13	Provide analytical reports and accounts on any aspect of UK-Med's activities and contribute to the overall financial appraisal of the organisation's performance
<b>Grant Management</b>	
14	Ensure there is transparent accounting for restricted and unrestricted funds
15	Prepare and submit donor reports on timely manner
16	Ensure accurate financial management of contracts, to maximise income
17	Provide support in contact negotiations as and when required
<b>Policies and control</b>	
18	Create, implement, improve and monitor the organisation's financial policies and accounting principles
19	Ensure appropriate risk management techniques and financial controls are embedded throughout the organisation at strategic and operational levels
<b>Management and Leadership</b>	
20	Provide vision and leadership to the organisation on the future direction of the finance function, ensuring key stakeholders understand and buy into any necessary changes.
21	Provide leadership and line management to the finance managers, motivating the team to ensure that all work is accurate and of a high quality
22	Indirectly line manage country finance managers based outside the UK during periods of emergency response or in the delivery of longer-term country programmes.
<b>System Development</b>	
23	Ensure that all financial systems operate in compliance with statutory requirements and that appropriate financial control procedures are in place and adhered to, to minimise financial risks
<b>Statutory and Donor Compliance</b>	
24	Ensure compliance with statutory bodies including but not limited to charity commission, companies house, HMRC, DWP and Home Office
25	Ensure compliance with donor rules and requirements and manage risk around disallowances

<b>Safeguarding</b>	
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.
<b>General duties</b>	
28	To 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	Undertake training and comply with vetting requirements (including CRB / police checks, referencing) appropriate to the role as specified by UK-Med.
32	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.
33	Other tasks as might be required to ensure effective delivery of UK-Med / READY / projects and programmes of work.

# Person Specification

## Associate Director of Finance

<b>Qualifications / Professional Memberships</b>		
1	Appropriate professional Qualification/Membership (e.g. ACA, ACCA, CIPFA, CPA, CA or equivalent)	Essential
2	PG or Master's degree in Charity Accounting and Financial Management or NGO Management	Desirable
3	Diploma in Charity Accounting (DChA) from ICAEW	Desirable
<b>Knowledge, Skills and Experience</b>		
4	Experience in leading a finance team or function within an international context.	Essential
5	Experience of operational and strategic financial leadership, including budget management.	Essential
6	Experience of leading a finance team through significant change or transformation.	Desirable
7	Proven strong influencing skills with the ability to resolve complex situations and bring about change without being in a position of direct authority.	Essential
8	Excellent knowledge of charity accounting and financial management (e.g. the charity SORP, regulatory framework, GiftAid, VAT)	Essential
9	Demonstrable experience of compliance issues associated with charitable activities abroad for UK based organisations.	Desirable
10	Proficient in English Language, written and spoken	Essential
<b>Personal Attributes</b>		
11	Knowledge of managing contract income in a way that optimizes compliance and generation of surplus overhead, including taxation implications of sourcing contract income in a non-profit organisation.	Essential
12	Ability to act with integrity and courage even in the face of challenge.	Essential
13	Ability to lead, build and motivate a team.	Essential
14	Good project management skills, ensuring effective time and task management.	Desirable
15	Excellent communication skills.	Essential

16	Excellent attention to detail, spotting and rectifying and inaccuracies identified.	Essential
17	Flexibility in approach to working hours as may involve occasional out of hours work.	Essential
18	Experience of living and working in an international setting (i.e. outside the UK and/or Europe).	Desirable
<b>Practical requirements</b>		
19	In agreement with management, willingness to undertake international travel in line with the organisation's needs.	Essential
20	Willingness to work some weekends and evenings to contribute programme delivery and organisational priorities, typically during acute emergency response phases.	Essential
21	A commitment to own learning and development and willingness to undertake Continuing Professional Development.	Essential

# Key terms and benefits

<b>Salary:</b>	Up to £54,600 GBP gross annual (depending on experience)
<b>Working hours:</b>	Full time
<b>Annual Leave:</b>	25 days per year plus 8 public holidays.
<b>Pension:</b>	10% employer contribution with 5% employee contribution to a specific defined contribution scheme
<b>Deployment:</b>	You must be able to deploy anywhere in the world on short notice and agree to undertake medical assessments to confirm this fitness
<b>Safeguarding:</b>	To follow UK-Med safeguarding practices as required within the role.
<b>Professional requirements:</b>	Appropriate professional Qualification/Membership (e.g. ACA, ACCA, CIPFA, CPA, CA or equivalent).
<b>Term of contract:</b>	Permanent

# UK-MED

Building a world  
prepared to help