



International Finance Manager

Candidate Information Pack

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uk-med.org

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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: International Finance Manager
Salary: £38,000 – £42,000 gross annual
Hours: Full-time
Duration: Permanent contract
Location: UK-Med Office, Manchester, UK with hybrid working (approximately 30% on-site)

Do you have the expertise to oversee effective delivery of finance, budget and administration support services in our international humanitarian programs?

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.

As our new International Finance Manager, you will provide financial and accounting leadership for all UK-Med deployments and overseas projects, this position will guide and develop capacity of the existing programme finance team.

Our ideal candidate will support the Programme Manager in the formulation, implementation and monitoring of annual project budget plans.

You will be experienced and expert in analysing and report on UK-Med's programme funding position, working collaboratively to produce scenarios that ensure ongoing financial stability.

You will be comfortable working at pace and thrive on achieving challenging objectives and meeting rapidly changing demands. You lead the financial monitoring and review of grants/contracts, working closely with operations to forecast and report on project costs to completion. 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 25th of 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'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.

The UK EMT

We are a partner in the UK Emergency Medical Team (UK EMT), the front line of the UK government's response to a humanitarian crisis overseas, funded by the Foreign, Commonwealth and Development Office (FCDO).

We prepare rapid deployment teams ready to respond to various health emergencies 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 or full self-sufficient treatment centres.

The EMT network is driven by the World Health Organisation (WHO) and ensures that teams that respond following disasters are well trained, self-sufficient and have the skills and equipment to respond effectively rather than imposing a burden on the national system.

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	International 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 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 operations and business development team in developing budgets for proposals
2	Prepare deployment and project budgets that demonstrate value for money and adhere to full cost recovery mechanism.
3	Prepare variance analysis against agreed budgets for all deployments and projects.
4	Assist with the preparation of organisation consolidated budget.

Banking and Payments:

5	Prepare and process monthly payments related to the deployments and projects.
6	Responsible for the Forex management of the organisation and advice Senior staff on Forex to take advantage of good exchange rate.
7	Ensure each deployment and project have sufficient cash in country.

Payroll Management:

8	Responsible for processing international payroll and coordinate with HR counterpart to obtain payroll data.
9	Process International payroll journal with accurate allocations to deployments and projects.
10	Process contractors' payment related to deployments and projects including payments through DEEL
11	Act as Admin for DEEL platform.

Reconciliations:

12	Oversee the monthly bank and card reconciliation process, checking for and resolving errors.
13	Manage the month end process on timely manner.
14	Monitor and review debtors and creditor as part of month end process.
15	Reconcile all balance sheet accounts on monthly basis.
16	Reconcile all deployment and project accounts on monthly basis.
17	Oversee the reconciliation of the company credit cards related to deployments and projects.
18	Oversee the intercompany transaction accounts.
Assets and Stock Management:	
19	Ensure all stock and assets related to the deployments and projects are allocated accurately to the correct donor.
20	Develop assets register for each deployment and project and ensure these accounted for at the end of each deployment.
Donor Reporting and Compliance:	
21	Responsible for understanding grants compliance requirements, working with the operations and country teams in ensuring these are properly implements and adhered to
22	Lead on the financial aspect of the donor reporting and prepare invoices on timely manner.
23	Conduct due diligence on grantee organisations and other partners.
Systems Development:	
24	Lead on developing and strengthening internal controls and processes for deployments and projects.
25	Lead on preparing country and grant audits
26	Responsible to update IATI system on monthly basis
Statutory Account:	
27	Prepare statutory accounts and other reports for country programmes.
Safeguarding	
28	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.

29	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
General duties	
30	Ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
31	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
32	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
33	Comply with all health and safety policies and procedures.
34	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.
35	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.
36	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 health responses or to undertake HR casework
D2	Lead recruitment of national staff for UK-Med and UK EMT Responses
D3	Handle employment relations and safeguarding casework in the field, including handling repatriation processes if necessary
D4	Ensure that field operations are implementing UK-Med standards for HR data management and staff management
D5	Monitor working time / days and ensure that accurate records are maintained for payment and contracting purposes
D5	Provide timely information on emerging staffing needs to colleagues to allow for timely recruitment and contracting
D6	Assist in other roles in the deployment as required, including finance, administration and communications activities

Person Specification

International 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, organize, and execute financial tasks and projects of the organization.	Essential
7	Make estimates of funds required for the short and long-term financial objectives of the organization.	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 organization.	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:	£38,000 - £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 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

UK-MED

Building a world
prepared to help