



# Finance Coordinator Programme

Candidate Information Pack

March 2024

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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 Coordinator - Programme  
Salary: £30,000 to £31,500 GBP gross annual (dependent on experience)  
Hours: Full-time  
Duration: Permanent contract  
Location: UK-Med Office, Manchester, UK with hybrid working (approximately 30% on-site)

**Do you have knowledge of accounting, finance and budget functions, payroll processing and administration. Ability to analyse and apply data across the full range of finance, payroll, and accounting functions?**

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 looking for Finance Coordinators to support our Finance Team in ensuring appropriate finance management, accounting, control and reporting.

You will assist in the day-to-day accounting operations in accordance with UK-Med's policies and procedures,

Our ideal candidate will be able to support in processes financial transactions and provides technical support to the Field with the processing of financial transactions, and monitors compliance with applicable financial rules and regulations. The incumbent therefore keeps frequent contact with staff at various levels, including Country/Field Offices.

You will be comfortable working at pace and thrive on achieving challenging objectives and meeting rapidly changing demands.

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)**. 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 through our [online jobs portal](#) no later than **25<sup>th</sup> of March 2024**

*Please note that this is a rolling recruitment process. Applications will be accepted on an ongoing basis and hiring manager will review applications as they are received, decisions may be made at any time if a suitable candidate is identified.*

*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](http://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

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

### Purpose of role

The finance Coordinator will be responsible to perform day to day financial task and provide support to the Associate Director of Finance in maintaining excellent financial management and systems. The roles are expected to work independently, and line manage finance assistants on day-to-day basis.

### Key responsibilities

#### Budget and Forecast:

1	Assist with preparation of the organisations and project budgets
2	Assist with preparation of 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
7	Conduct cash count on monthly basis
8	Ensure fundraising income has been banked on timely manner and coordinate with Fundraising team to accurately capture the fundraising income in the accounting software and claim GiftAid

#### Payroll Management:

9	Responsible for processing monthly payroll UK and International payroll
10	Coordinate with HR counterpart to obtain payroll data
11	Coordinate with external payroll provider to process monthly payroll.



12	Process monthly payroll journal with accurate allocations to projects.
13	Process staff, contractors and members expenses and living allowance.
14	Process release costs of members and salaries of international staff at the point of deployment in the accounting software.
15	Process payroll related returns including HMRC and Pension etc.
16	To be a point of contact for all staff for payroll related queries..
17	Ensure pay slips are prepared and shared with staff and contractors.
18	Ensure accurate timesheets are collected and filed.
<b>Reconciliation:</b>	
19	Conduct monthly bank reconciliations, checking for and resolving errors
20	Manage the month end process on timely manner
21	Monitor and review debtors and creditor as part of month end process
22	Reconcile all balance sheet accounts on monthly basis
23	Reconcile all project accounts on monthly basis and submit invoices to funder on timely manner
24	Oversee the reconciliation of the company credit cards
25	Oversee and reconcile the intercompany transaction accounts on monthly basis
<b>Assets and Stock Management</b>	
26	Maintain fixed asset and stock register in accordance with the accepted principles
27	Conduct physical checks twice a year to ensure accuracy of the two registers
28	Ensure that all assets and stocks are appropriately accounted for in the accounts and report any issues to the line manager immediately
<b>Systems Development:</b>	
29	Act as company administrator for systems in Finance departments including but not limited to QuickBooks and Approval Max etc

30	Responsible to update IATI system on monthly basis
<b>Statutory Accounts and Audit</b>	
31	Contribute to the preparation of statutory accounts for the charity and support external audit
32	Prepare or contribute to any other statutory reports as required
<b>Supplier Management:</b>	
33	Provide customer support to external stakeholders including suppliers, NHS Trusts and other stakeholders and address financial enquiries from them Prepare or contribute to any other statutory reports as required
<b>Donor reporting and compliance</b>	
34	Responsible for understanding grants compliance requirements, working with the operations and country teams in ensuring these are properly implements and adhered to
35	Lead on the financial aspect of the donor reporting and prepare invoices on timely manner
36	Conduct due diligence on grantee organisations and other partners
<b>Safeguarding</b>	
37	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.
38	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
<b>General duties</b>	
39	Ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
40	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
41	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
42	Comply with all health and safety policies and procedures.
43	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.

44	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.
45	Other tasks as might be required to ensure effective delivery of UK-Med / UK EMT deployments, projects and programmes of work.

# Person Specification

## Finance Coordinator – Programme

<b>Qualifications / Professional Memberships</b>		
1	Graduate (Finance/Accounting), ACCA part qualified	Essential
2	Qualified as/working towards AAT or similar	Essential
3	Other relevant qualifications and training	Desirable
<b>Knowledge, Skills and Experience</b>		
4	Demonstrate experience of working within a busy finance department	Essential
5	Excellent attention to detail and ability to work quickly and accurately	Essential
7	Excellent knowledge of bookkeeping and good understanding of financial processes and procedures	Essential
8	Experience of working with QuickBooks, ApprovalMax or similar software	Essential
9	Ability to use initiative, identify areas for improvement and work well within the team to maximise effectiveness of the finance department	Essential
10	Excellent organisational skills and the ability to prioritise conflicting requirements and adapt to changing workloads especially at the start of large deployments and month end	Essential
11	Experience of working with external stakeholders and suppliers	Essential
12	Excellent communication and interpersonal skills	Essential
13	Excellent knowledge and experience of Microsoft Office, particularly Excel, word, and Outlook	Essential
14	Excellent attention to detail and ability to work quickly and accurately	Essential
15	Excellent knowledge of bookkeeping and good understanding of financial processes and procedures	Essential
16	Experience of working with QuickBooks, ApprovalMax or similar software	Essential

17	Ability to use initiative, identify areas for improvement and work well within the team to maximise effectiveness of the finance department	Essential
<b>Personal Attributes</b>		
18	Flexible, can-do attitude and good team player.	Essential
19	Approachable and professional, with the ability to build rapport with a wide range of stakeholders to forge excellent working relationships	Essential
20	Energetic and resilient individual who thrives in a fast-paced and rapidly-changing environment	Essential
21	Goal-orientated, with the ability to set clear objectives and plans to achieving them	Essential
22	Commitment to UK-Med's humanitarian mandate and passionate about putting patients at the heart of UK-Med's communications	Essential
23	Able to apply the required technical and professional expertise to the highest standards; promote and share best practice within UK-Med	Essential
24	Willingness to submit to medical and safeguarding checks required to ensure suitability	Essential
25	Willingness to work some weekends and evenings if required	Essential
26	Willingness to deploy with UK-Med overseas as required	Desirable

## Key terms and benefits

<b>Salary:</b>	£30,000 to £31,500 GBP gross annual (dependent on experience)
<b>Working hours:</b>	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.
<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 for UK-based staff.
<b>Deployment:</b>	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.
<b>Safeguarding:</b>	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.
<b>Professional requirements:</b>	Membership of professional bodies is not a requirement but may be an advantage.
<b>Term of contract:</b>	Permanent

# UK-MED

Building a world  
prepared to help