

# UK-MED



## Head of Finance (International)

Candidate Information Pack

November 2025

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[uk-med.org](http://uk-med.org)

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## Introduction



UK-Med is the most deployed Emergency Medical Team globally, responding to complex humanitarian healthcare emergencies at speed and scale. 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.

Since late February 2022, we have been responding to calls for help with the crisis in Ukraine. We now have programmes across Ukraine including surgical support, health clinics, and emergency preparedness training. More than 30,000 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 crises and can also respond to any crisis, anywhere in the world, under our own banner.

In February 2023, UK-Med deployed the UK Emergency Medical Team field hospital to Turkey in response to the earthquakes there. Since launching our response in Gaza in late 2024, we have created two field hospitals within the Gaza strip and supported surgical departments in several locations. Over 240,000 patients have benefited from UK-Med's treatment so far.

### UK-Med Chief Executive Officer

David Wightwick

## Advert

Role: Head of Finance (international)  
Salary: Up to £51,100 GBP gross per 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 the expertise to ensure strong financial systems, compliance, and controls in a growing humanitarian organisation?**

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 UK-Med continues to expand its global reach and strengthen its international operations, we are investing in the financial leadership that underpins our humanitarian impact. In this context, the new Head of Finance (International) will play a pivotal role in ensuring the integrity, effectiveness, and resilience of UK-Med's global financial management.

You'll oversee financial governance, compliance, and grant management across our international programmes, ensuring that systems and reporting are robust, efficient, and aligned with donor and statutory requirements. Based in the UK, you'll work closely with colleagues across Finance, Operations, and Programmes to strengthen financial controls, manage risk, and support sound decision-making that enables UK-Med to respond rapidly and effectively to humanitarian crises around the world.

This is an exciting opportunity for someone who thrives on supporting operational delivery, ensuring high-quality financial reporting, and strengthening systems. You'll bring together technical excellence and strong leadership skills, working collaboratively and effectively in a complex, fast-changing environment. Your contribution will directly enable UK-Med to respond rapidly to emergencies and make a tangible impact on people affected by crises.

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

UK-Med is a growing and ambitious organisation with a passionate team of staff, members, and volunteers. This is a truly exciting opportunity to shape the future of our financial function and support our mission to provide healthcare in emergencies worldwide.

## 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 **Tuesday 2<sup>nd</sup> of December 2025**. Interviews are likely to take place during the week commencing 15 December 2025.

*Candidates who meet the eligibility and salary thresholds for visa sponsorship may be considered. However, it's important to note that the role is based in the UK, and regular attendance at our Manchester HQ is expected. Therefore, candidates currently based outside the UK would need to be willing to relocate if successful..*

*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. We have been working in Ukraine since February 2022 and Gaza since January 2024. Between March 2024 to January 2025, we reached 379,084 people with high-quality healthcare. Every year we respond to 6-8 emergencies – our expert teams are ready to go within 24 hours. The breadth of our medical knowledge is one of our strengths, calling upon a register of 1200 top NHS clinicians and experienced aid workers who can provide a wide range of general medical care, trauma and surgical care, outbreak response and training of local healthcare staff.

## 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

## Head of Finance (International)

<b>Job Title</b>	Head of Finance (International)
<b>Reports to</b>	Associate Director of Finance
<b>Line Management:</b>	Finance Coordinators (Deployments & Programmes) and Finance Assistant (International)"
<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 Head of Finance (International) plays a pivotal role in ensuring the effectiveness and integrity of UK-Med's financial management across its global operations. Working closely with the Associate Director of Finance, Operations, and international teams, the postholder will oversee financial planning, reporting, and compliance for all international activities.

They will ensure that financial systems, controls and reporting supporting our deployments and programmes are robust, efficient, and fully aligned with donor and statutory requirements. This is a senior operational finance role focused on strengthening financial governance, managing risk, and maintaining and developing effective processes and policies across our international portfolio.

The Head of Finance (International) will lead and support finance staff in the UK and overseas, ensuring UK-Med's international operations have the financial accountability, transparency, and resilience needed to deliver life-saving humanitarian responses effectively.

### Key responsibilities

#### Financial Support for Programmes & Deployments

1	Provide oversight, coordination and leadership for financial support to UK-Med's programmes and deployments.
2	Ensure the Finance team provides timely, accurate, and high-quality support to operational teams.
3	Review and monitor programme Budget versus Actual (BvA) reports and financial reporting.
4	Ensure financial support for international programmes, deployment operations, training initiatives and standby partnerships, is aligned with donor and organisational requirements.
5	Oversee cash management processes in deployments, including cash transfers, reconciliations, and compliance with Standard Operating Procedures (SOPs.)

6	Liaise with and research international payment platforms, ensuring that service and cost are optimised and that appropriate user access is maintained
<b>Grant Management and Donor Compliance</b>	
7	Ensure compliance with donor rules and requirements and manage risk regarding disallowable expenditure
8	Oversee the provision of comprehensive and satisfactory audit documentation provided to funders
9	Assist with the preparation of donor reports and payment requests
10	Oversee compliance of sub-partners and other third parties.
11	Lead on financial due diligence checks for grantees, suppliers and implementing partners.
12	Undertake periodic internal audits and checks to ensure organisational compliance.
<b>Financial Controls and Systems</b>	
13	Ensure deployment and programme Standard Operating Procedures (SOPs) are appropriate and aligned with regulations and internal policies.
14	Support in ensuring the most effective and compliant financial practice in relation to the movement of goods and import taxes/duties
15	Maintain fixed asset and stock registers, including periodic checks and reconciliations
16	Work with the Associate Director of Finance to continuously improve financial systems, policies and processes, including the exploration of potential new systems
17	Support in ensuring that an effective regime of financial controls is in place across the organisation
<b>Month-end Close</b>	
18	Support with month-end closedown in accordance with internal policies and timetables
19	Ensure that relevant balance sheet reconciliations (e.g. for cash floats in-country) are completed on a timely basis
20	Ensure that any exchange gains or losses are properly dealt with each month
21	Finalise monthly payroll journals, ensuring that staff cost allocations to deployments are legitimate and optimised
<b>Team Leadership &amp; Capacity Building</b>	
22	Provide effective leadership and line management to Finance Coordinators (Deployments & Programmes) and Finance Assistant (International).
23	Provide indirect line management and technical oversight to country finance managers based outside the UK.
24	Build capacity and provide training for UK-Med staff and partners on financial systems, reporting, and compliance with donor and statutory requirements.
25	Foster a culture of accountability, accuracy, and collaboration within the Finance function.

26	Support cross-team working with Programmes, Operations, HR and other departments.
<b>Safeguarding</b>	
27	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.
28	Report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
<b>General duties</b>	
29	Ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
30	Comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
31	Support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
32	Comply with all health and safety policies and procedures.
33	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.
34	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.
35	Other tasks as might be required to ensure effective delivery of UK-Med / UK EMT deployments, projects and programmes of work.
<b>During a response – this role may require travel with medical teams during a humanitarian health response.</b>	
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

## Head of Finance (International)

<b>Qualifications / Professional Memberships</b>		
1	Fully qualified accountant (ACA, ACCA, CIMA or equivalent) or qualified by experience (QBE).	Desirable
2	Additional qualifications or training in compliance, audit, or risk management are desirable.	Desirable
<b>Knowledge, Skills and Experience</b>		
3	Significant experience in financial compliance, risk management, and governance, ideally in the charity, NGO, or humanitarian sector.	Essential
4	Experience designing, implementing and maintaining policies, SOPs, and risk registers to ensure financial accountability and compliance.	Essential
5	Experience providing financial oversight and support to programmes and deployments, including cash management and donor reporting.	Essential
6	Strong knowledge of donor compliance requirements (e.g. FCDO, ECHO, UN agencies or similar institutional donors).	Essential
7	Experience leading or supporting due diligence processes for partners, suppliers, or sub-grantees.	Essential
8	Strong analytical skills with the ability to interpret complex financial information and provide clear insights for decision-making.	Essential
9	Excellent IT skills with proficiency in Microsoft Office and strong working knowledge of accounting software and platforms.	Essential
10	Excellent verbal and written communication skills, including the ability to explain financial information clearly to non-financial colleagues.	Essential
11	Strong interpersonal and influencing skills with the ability to build effective working relationships at all levels.	Essential
12	Experience of working in international or humanitarian sector (with exposure to field programmes)	Desirable
13	Experience of line management and team leadership in a finance or compliance function.	Desirable
14	Proven experience in managing and developing finance teams, with a focus on capacity building in diverse or complex contexts.	Desirable
15	Strong understanding of financial systems and internal controls, with experience of improving processes and ensuring compliance.	Desirable
<b>Personal Attributes</b>		

16	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 be 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

<b>Salary:</b>	Up to £51,100 GBP gross per annual (dependent on experience)
<b>Working hours:</b>	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 check. Suitability for this work is a condition of employment.
<b>Professional requirements:</b>	A recognised professional accountancy qualification (e.g. ACA, ACCA, CIMA, or equivalent) is essential. Additional memberships of relevant professional bodies would be an advantage.
<b>Term of contract:</b>	Permanent

# UK-MED

Building a world  
prepared to help