

# JOB PROFILE

<b>Job Title</b>	Finance Lead
<b>Reporting to</b>	Head of Finance
<b>Location</b>	One Canada Square, London E14 5AA
<b>Salary and time</b>	Part time permanent:£30,600 - £37,300- pro rata to 3 days per week, plus 11 days per annum for annual budget and audit processes

## Overview

Doctors of the World UK (DOTW) is part of the global Médecins du Monde (MdM) network, which delivers over 300 projects in more than 70 countries through 3,000 volunteers.

Our vision is of a world in which people affected by war, natural disasters, disease, hunger, poverty, or exclusion get the healthcare they need.

DOTW's UK programme provides direct services and leads policy and advocacy work to help people across the UK who are excluded from health services, such as migrants, refugees, sex workers and people with no fixed address access, to access essential healthcare. Our services are run by volunteer doctors, nurses, midwives, and support workers who provide basic short-term healthcare and help to get people registered with their local GP.

We believe that every person living in the UK has the right to healthcare, and we work to influence public policy and local implementation to reduce health inequalities and ensure access to healthcare for all.

## Job Purpose

To work with the Head of Finance to provide the organisation with a timely, accurate and relevant financial management service by leading on the organisation's day-to-day finance function, and ensuring the organisation complies with statutory and corporate regulation and requirements.

Doctors of the World UK intends to grow its programme and advocacy impact. In this dynamic, exciting environment a smooth running, accurate and up to date finance function will help facilitate the organisation's further growth.

In this new role you will work closely with budget holders and other staff to ensure all incoming and outgoing transactions are correctly recorded within the various organisational systems, following the correct approval procedure, and in a timely manner. You will produce a range of regular reports as well as ad hoc reports as required by the Head of Finance and other colleagues. You will work with the Fundraising Team to prepare and submit accurate Gift Aid claims to HMRC.

You will demonstrate openness and responsiveness in the role and possess excellent inter-personal and communication skills. You will be a self-starter who thrives on the challenge of being in a dynamic organisation that works in the UK and internationally.

You will be driven to excel in your work and thrive in a fast-paced environment and supportive team that is committed to the highest levels of individual and team performance.

## Key Duties

### Management Accounting & financial systems

- Use knowledge of broad range of organisational operations for the preparation and entry of nominal journals for formulation of month end accounts, such as income allocation.
- Lead on month end close including accruals and prepayments, depreciations, provisions and control account reconciliations.
- Lead on the preparation of balance sheet reconciliations for review by Head of Finance. Timely clearance of any differences.
- Review all transactions and ensure accurate classification of income/spend on national/international programmes and

	<p>restricted/unrestricted funds using detailed knowledge of grant applications and funding permissions</p> <ul style="list-style-type: none"> <li>• Review and maintain the chart of accounts and projects codes in accordance with changing organisational and reporting requirements working with and ensuring all staff are kept up to date</li> <li>• As requested by the Head of Finance, design, generate and produce ad-hoc reports related to specific programme spend when required.</li> <li>• Act at first point of contact to staff on Finance queries and requests for support, drawing on the FPP and expertise to advise and resolve the query</li> </ul>
<b>Regulatory reporting/HMRC</b>	<ul style="list-style-type: none"> <li>• Prepare and issue other statutory returns and ad hoc reports and statistics in accordance with the agreed timetables, including the annual Charity Commission return and Companies House returns</li> <li>• With approval from the Head of Finance, prepare any necessary returns/statements for Companies House</li> <li>• Assist with charity reporting to the Charities Commission and requests for data by preparing files and data, for approval by Director of Development and Head of Finance</li> <li>• Work with the Fundraising and Database Coordinator to complete Gift Aid: Verification of current gift aid reclaimable balance and submit claim file, booking receipt of funding from HMRC</li> </ul>
<b>Purchase Ledger</b>	<ul style="list-style-type: none"> <li>• Supervising the processing and payment of purchase invoices and expenses, ensuring that the appropriate approval and authorisation controls have been fulfilled.</li> <li>• Undertake due diligence reviews of suppliers as necessary</li> <li>• Assist book-keeper with any issues on coding/approving supplier invoices or supplier queries</li> <li>• Approval of new account set ups</li> <li>• Scheduled payment run on agreed basis (either by cheque or internet banking)</li> <li>• Review of Suppliers' statement reconciliations including AMEX</li> <li>• Review and submit for approval the volunteer expenses claims</li> </ul>
<b>Sales Ledger</b>	<ul style="list-style-type: none"> <li>• Ensure the accurate recording of donor income and donations</li> <li>• Ensure debtors are promptly chased and deal with any credit control issues</li> <li>• Review the reconciliation of the CRM software (Raisers Edge) to the income values entered into QuickBooks</li> </ul>
<b>Treasury and CAPEX</b>	<ul style="list-style-type: none"> <li>• Review bank reconciliations prepared by the book-keeper</li> <li>• Assist book-keeper on any problems that arise on outstanding bank rec differences</li> <li>• Prepare payment runs</li> <li>• Arrange paperwork for changes in bank mandates</li> <li>• Maintain fixed asset register, with depreciation computations with the appropriate policy applied</li> </ul>
<b>Budgeting/Forecasting</b>	<ul style="list-style-type: none"> <li>• Assist Head of Finance on pulling together information for the annual budget process, meeting with external providers, SMT and managers as needed to obtain and collate relevant information</li> <li>• Design formats for preparing and monitoring project/team budgets to ensure overhead recovery and contribution to core costs are included where possible</li> <li>• Analyse and prepare information for quarterly reforecasts, and cashflow</li> <li>• Liaise with MdM France, when needed, to produce quarterly reports and ensure draw down of annual grant occurs in a timely manner</li> <li>• Identify areas of work that might be included in service contracts or grant applications</li> </ul>

<b>Year End Audit</b>	<ul style="list-style-type: none"> <li>• Support the Head of Finance on the yearly audit by preparing supporting information to the accounts</li> <li>• Deal with queries/requests from external auditors.</li> <li>• Support with final checks/numeracy review of the financial statements</li> <li>• Work with the Communications Executive to prepare the Trustees/Financial Report so that deadlines for the audit and report are met</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Support the Head of Finance, operations teams and fundraising colleagues on collation of information for funding/grant requests including tracking to budget.</li> <li>• Collate necessary information from HR for payroll, for review by Head of Finance and Director.</li> <li>• Oversee and review the bookkeeper's work</li> <li>• Provide cover for book-keeper as and when necessary</li> <li>• Lead on service provision costing reviews – such as insurance, telephony, photocopier contracts, obtaining revised costings in line with needs for approval by SMT</li> <li>• Prepare payroll summary files for the payroll bureau's file preparation, along with HR colleagues and ensure approval from Director is processed on time</li> <li>• Cover for the Head of Finance when requested during absence/annual leave</li> </ul>

<b>General</b>	<ul style="list-style-type: none"> <li>• To be open to change and demonstrate a flexible and adaptable approach; work collaboratively with others and be a supportive and effective team member.</li> <li>• To ensure that all activities undertaken, externally or internally, are executed in accordance with the overall aims of the organisation and in line with policies and procedures.</li> <li>• To participate in training and other activities as requested by the organisation.</li> </ul>
<b>Stakeholder and Customer Service</b>	<ul style="list-style-type: none"> <li>• To provide quality customer service to all our respective audiences and stakeholders and comply with our quality management protocols.</li> </ul>

<b>Key Deliverables</b>	<b>Please Indicate A R or N/A</b>
Maintaining the accounting entries for the organisation	R
Act as first line of defence against fraud and misappropriation of funds	R
Ensure income is received promptly including liaising with staff to generate invoices or grant payment reminders	R
Ensure suppliers, staff and volunteers are paid in accordance with correctly submitted invoices and payroll/expense claims.	R
Petty Cash reconciliations	R
Produce bank reconciliations	R

**Decision Making Criteria:** A = Accountable, R = Responsible

<b>Level of Budgetary Responsibility</b>	Medium
<b>Key Working Contacts</b>	All Doctors of the World UK teams; MDM international finance team and others as relevant at HQs across the Network

# Person Specification

## PERSONAL COMPETENCIES

Competency Title	The successful candidate will be able to....
<b>Communicating with others</b>	Communicate in a timely, accurate and relevant way; listen actively; be positive and persuasive, communicating appropriately and in a corporate manner in all circumstances; communicate MDM's core mission
<b>Team working and interpersonal skills</b>	Promote a constructive climate; actively contribute across teams to good team working and team relationships; support others to achieve their aims; build consensus; be friendly, helpful and supportive
<b>Managing Resources</b>	Work in an efficient and effective manner; seek to achieve the greatest impact; be cost-conscious; strong line management skill and ability; inspire others to excel
<b>Drives Continuous Improvement</b>	Value feedback and learning; adapt to change seamlessly and be prepared to try doing things differently; encourage the development of new ideas; implement changes intended to make improvements willingly; respond positively to feedback; offer constructive solutions to enable organisation to adapt to changing charity/business challenges or processes
<b>Customer Services</b>	Strive to achieve excellence in service delivery and patient care; set and develop benchmarks; take responsibility; resolve queries; be approachable, positive and responsive
<b>Managing Yourself</b>	Actively set boundaries for self and others; manage the best from people; manage workplace stress appropriately; delegate well; take pride in achieving results; ensure your working relationships with colleagues recognise personal and team/organisational deadlines
<b>Delivery and Meeting Business Plan</b>	Show the impact of the work for which you are accountable; monitor progress; commit to achieving high quality; demonstrate common sense

## SPECIFIC SKILLS AND KNOWLEDGE

The successful candidate will have the ability to	The successful candidate will have knowledge of
Communicate well and appropriately with others	Quick books (desirable)
Project an image of professionalism	PC applications including Word and Excel
Work well as part of a team as well as being an effective starter	How to manage competing deadlines
A sharp eye for detail and accuracy	Ideally, the role of a finance team in a not for profit working internationally

## SPECIFIC ATTRIBUTES

A recognised accounting qualification or studying toward one. Note: Evidence will be requested as part of the reference process

### Essential

- A minimum of three years experience of accounting, including processing of invoices and income within an accounting software package
- Experience of creating detailed accurate numerical and narrative reports suitable for a variety of stakeholders
- Experience of bank reconciliations and reconciliation of accounts receivable and payable ledgers

### Desirable

- Knowledge of QuickBooks
- Experience of accounting in the not for profit sector
- Managing staff or volunteers

Date Created

May 2021