

JOB PROFILE	
Job Title	Finance Officer
Reporting to	Finance Manager
Location	Hybrid-working. Working from office in Hackney, London and from home, with travel to London, within the UK and internationally as required.
Salary and Contract	Grade 6, 0.6 - 0.8 FTE (21-28) hours per week, 24 month fixed term contract
Overview	
For thirty years, Doctors of the World UK has been reaching the people that mainstream health services miss. People who are afraid to seek help. People who don't know what they're entitled to. People who've been turned away. We provide free, confidential healthcare through our clinics and outreach work. No requirement for documents. No questions about status. Just care, delivered by staff and volunteers with the clinical skills to treat complex needs and the compassion to do it with dignity. But we don't stop at treatment. Every patient we see is evidence of where the system is failing. We take that evidence and use it: in policy work, in media, in direct advocacy with the people who can change things. Our reach goes beyond the UK. Through the Medecins du Monde network, we work in more than 70 countries. The problems we see in London are part of a global pattern. The solutions we find here matter there, too. Healthcare is a human right. We act like it.	
Job Purpose	
To support the Finance Manager in providing the organisation with a timely, accurate and relevant financial management service by ensuring Quickbooks is up to date and accurate, thus enabling the Senior Management Team and the Board of Trustees to use financial information to assess results and performance and make informed, strategic decisions, assuring compliance with statutory and corporate requirements. Doctors of the World UK intends to grow its programme and advocacy impact. In this dynamic, exciting environment, an experienced Finance Officer will help facilitate the organisation's further growth and will work closely with senior Managers to enable them to manage their programme budgets, including by supporting them to report to donors. You will demonstrate openness, responsiveness and cheerfulness 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 at home and abroad. 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 personal and team performance.	
Key Duties	Key Activities
Accounting and financial systems	- Assist in production of monthly management accounts, including preparation and posting of prepayments, accruals and fixed asset depreciation journals. - Support month-end and year-end close processes ensuring deadlines are met and balances are accurate. - Review nominal ledger postings to ensure compliance with accounting policies

Purchase ledger	- Keep Quickbooks supplier ledger accurate and up to date by ensuring paperwork properly coded, checking to underlying documentation, invoices & expenses posted on time. - Propose and prepare regular supplier and expense payment runs. - Undertake supplier statement reconciliations.
Bank	- Post all banking transactions onto Quickbooks on weekly basis. - Ensure that reconciliations of all bank accounts including credit cards are undertaken on a monthly basis. - Investigate and resolve reconciling items and unusual transactions.
Petty cash	Post and reconcile office and clinic petty cash.
Income	- Raise and chase income invoices. - Accurately record donation income
Grant management	- Post grant allocations per terms of grant - Assist the finance team create costings for fundraising applications and in the preparation of financial reports to donors
Capital Expenditure	- Maintaining and reconciling a fixed asset register, with depreciation computations with the appropriate policy applied. - Ensuring company procedures are adhered to for the purchase of capital items
Payroll	- Prepare and post payroll journal - Support on pensions payment
Balance sheet reconciliations	Reconcile balance sheet control accounts for accruals, prepayments and wages
Operations Duties	- To manage the update HR software related to financial applications, BrightHR. - Focal person for ICO/GDPR support. - Basic facilities management for the organisation – (single London office). - Other ad hoc duties as required.
Stakeholder and Customer Service	To provide quality customer service to all our respective audiences and stakeholders and comply with our quality management protocols.
General	- To be open to change and demonstrate a flexible and adaptable approach; work collaboratively with others and be a supportive and effective team member. - 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. - To participate in training and other activities as requested by the organisation.
Key Deliverables	
Maintaining the basic accounting entries for the organisation, including bank reconciliations	A = Accountable, R = Responsible R
Ensure suppliers, staff and volunteers are paid in accordance with correctly submitted invoices and payroll/expense claims.	A
Level of Budgetary Responsibility	Low
Key Working Contacts	All Doctors of the World UK teams; MDM international finance team and others as relevant at HQs across the Network

Person Specification	
Competency Title	The successful candidate will be able to....
Experience and Technical Expertise	• Relevant experience in a finance or bookkeeping role with demonstrable expertise in areas such as bank and balance sheet reconciliations, purchase ledger, payroll journals, accruals, prepayments, and fixed assets. • Experience of coordinating financial activities and sharing technical knowledge with colleagues across different teams ensuring others benefit from advice, guidance, and collaboration. • Experience using accounting systems (e.g. QuickBooks or similar) and working within established financial controls and procedures.
Communicating with others	• Able to convey detailed, technical or sensitive financial information clearly and accurately to a range of audiences including non-finance colleagues. • Communicate in a professional, clear, and supportive manner, ensuring explanations are appropriate to the recipient's level of financial understanding
Team working and interpersonal skills	• Work collaboratively within the finance team and across the organisation to achieve shared objectives. • Build effective working relationships and contributes positively to a supportive team culture.
Managing Resources	• Use organisational resources, financial systems, and information responsibly and in line with policies and procedures. • Maintain confidentiality and ensures financial and personal data are handled securely and appropriately. • Do not misuse systems or disclose information outside the normal requirements of the role.
Drives Continuous Improvement	• Demonstrate a commitment to continuous improvement by reviewing processes and identifying opportunities to improve efficiency, accuracy, and controls. • Show initiative in resolving issues, improving ways of working, and contributing to the ongoing development of finance processes. • Remain flexible and responsive to change.
Customer Services	• Listen to and address the needs of others as customers, including patients. It includes seeking and welcoming feedback from others and acting on that feedback. • All employees deal with customers in a courteous and polite manner and that they respond to queries efficiently and effectively
Managing Yourself	• Manage own workload effectively, prioritising tasks to meet deadlines and deliver objectives. • Take responsibility for maintaining and developing technical knowledge and skills relevant to the role. • Demonstrate flexibility in responding to changing priorities and organisational needs.
Delivery and Meeting Business Plan	• Demonstrates a positive “can-do” attitude and takes ownership of responsibilities. • Balance short-term operational demands with longer-term objectives. • Maintain high standards of accuracy, reliability, and professionalism in all areas of work. •

SPECIFIC SKILLS AND KNOWLEDGE	
The successful candidate will have the ability to....	The successful candidate will have knowledge of....
Work well as part of a team as well as being an effective self-starter.	QuickBooks.
Communicate well and appropriately with others.	PC applications, including advanced Excel.
Project an image of professionalism and discretion.	How to manage competing deadlines and tasks effectively.
Take responsibility and lead on administrative duties.	How to forge and manage relationships with multiple stakeholders.
	Ideally, the role of a finance team in a not for profit sector
SPECIFIC ATTRIBUTES	
AAT or part-qualified accountant	
Date Created	September 2026
What we can offer you	The opportunity to be part of a global movement for good, supporting vital medical humanitarian work through a collaborative and friendly team environment. • Flexible and hybrid working to support work-life balance. • Time Off in Lieu (TOIL) for additional hours worked. • Generous annual leave: 28 days' holiday plus bank holidays. Additional leave benefits including: ○ 1 day for your birthday ○ 1 day for religious observance ○ 1 day for moving house ○ 2 days of paid volunteering leave ▪ Matched pension scheme up to 6%. ▪ Access to a Cycle to Work scheme. ▪ Recognition as a London Living Wage Employer. ▪ Eye care support, including subsidised eye tests and contribution towards lenses. ▪ Eligibility for a Blue Light Card, offering discounts across a wide range of retailers and services.

This is not intended to be an exhaustive list. Your job description may be subject to change.