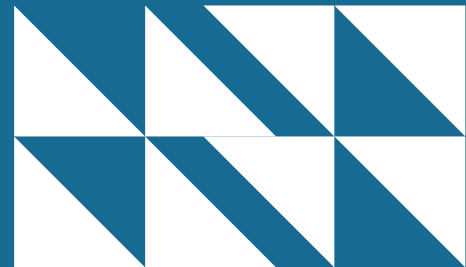


# We're hiring!

 **JOB PACK**



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Thanks for your interest in working at THET.  
This job pack provides you with everything you need to  
know to apply for this role and what it means to work at  
THET.

**FINANCE OFFICER**



## JOIN OUR TEAM!

### **About the Tropical Health and Education Trust (THET)**

THET is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries.

We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience.

At the heart of our work is vision of a world where everyone has access to healthcare.

Find out more at [thet.org](https://thet.org)



# OUR VALUES

1



Partnering through collaboration

2



Partnering with respect

3



Partnering with integrity

4



Partnering through learning



# JOB SPECIFICATION

Hours	37.5 hours per week
Reports to	Financial Controller
Location	Currently all staff are working remotely and operating a Hybrid policy and we are open to applications from across the UK.
Salary	£31,088
Length of Contract	Permanent



## JOB PURPOSE

You will be a fifth and essential addition to a supportive Finance and Operations team of four staff members. It is essential that you have experience of general accounting skills and be comfortable working to different deadlines. The successful candidate will be an analytical, intelligent accountant who will provide high quality support for a range of teams across the organisation.

You will have the ability and communication skills to build strong working relationships at all levels across the organisation and particularly with non-finance staff. The successful candidate will have at least two years' experience working in a similar role and preferably be part qualified. They will also be a forward thinking and proactive individual who is willing to take part in a variety of activities in order to maintain a stable work environment.



## KEY RESPONSIBILITIES

- Support the Finance team with monthly bank reconciliation statements for UK bank accounts as required
- Process supplier invoices and staff expense claims
- Assist in the preparation of sales invoices and monthly debtor ageing reports
- Process monthly credit card expenditure and undertake monthly reconciliation of accounts in QuickBooks.
- Support the processing of internet and cheque donations
- Posting of UK monthly journals (Accruals/prepayments, Payroll etc.)



# PERSON SPECIFICATION

Person specification	Essential	Desirable
<b>Qualifications, Knowledge and Experience</b>	<ul style="list-style-type: none"><li>• At least two years' experience of working in a financial position in a similar environment.</li><li>• A high level of proficiency in English.</li><li>• Experience of QuickBooks or similar accounting packages.</li><li>• Understanding of basic accounting principles.</li><li>• IT literate and proficient in Word, Excel, Outlook and PowerPoint</li><li>• Good communications skills, with the ability to provide instruction, guidance and advice to other staff as well as being able to present financial data to non-financial colleagues.</li></ul>	<ul style="list-style-type: none"><li>• Part qualified</li></ul>
<b>Personal Attributes and Skills</b>	<ul style="list-style-type: none"><li>• Enthusiastic, hardworking and willingness to learn.</li><li>• High levels of integrity and understands the importance of maintaining confidentiality.</li><li>• Able to meet deadlines and identify and resolve problems.</li></ul>	
<b>Values</b>	<ul style="list-style-type: none"><li>• Strong commitment to THET's cause and values</li></ul>	



# FINANCE OFFICER

## What we offer

- Flexible working hours
- Hybrid working arrangements
- Enhanced Maternity and Paternity leave benefits
- Confidential Employee Assistance Programme
- 25 days annual leave plus three days off between Christmas and New Year
- Annual learning & development allowance
- 5% employer pension contribution when an employee contributes 3%.
- Cycle to work scheme
- A friendly, supportive work environment.

## How to apply

Candidates can apply by submitting a two-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person's specification.

This letter should be submitted with a CV to [jobs@thet.org](mailto:jobs@thet.org) by midnight **Sunday, 7th July**, with 'Finance Officer' in the subject line.

THET is an equal-opportunity employer, and any form of canvassing will lead to automatic disqualification.

This post is UK based. Non-EC nationals will require current and valid permission to work in the UK.