



Argentina | Belgium | Canada | France | Germany | Greece | Italy | Japan | Luxembourg | Netherlands | Portugal | Spain | Sweden | Switzerland | Turkey | United Kingdom | United States of America

JOB PROFILE

Job Title	Head of Finance
Reporting to	Executive Director
Responsible for	Bookkeeper (0.6 FTE)
Location	Hybrid-working. Working from office in Stratford (1-2 days per week), E15 and from home, with travel to London, within the UK and internationally as required.
Salary and contract	Full time 37.5 hours per week, Permanent Grade 2 / 1.0 FTE £51,300 - £59,400 per annum (expected starting salary will be at the bottom of the grade)

Overview

Doctors of the World UK (DOTW) is part of the global Médecins du Monde (MdM) network, which delivers over 400 projects in more than 70 countries through 6,000 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.

Through our health programmes and advocacy, we work with people to support them to overcome barriers to healthcare. Since opening in the UK in 1998, we've raised over £10,000,000 for overseas programmes, helped more than 20,000 people in the UK get access to healthcare and fought for health as a human right for all.

Job Purpose

To be responsible for all aspects of finance at Doctors of the World UK, developing the finance team and systems to provide a high-level service to the Trustees, Executive Director, and Operational Teams, providing financial expertise and leadership.

To provide the organisation with a timely, accurate and relevant financial management service by assuming day-to-day responsibility for the organisation's accounting function, to enable the senior management team

(SMT) and the Board of Trustees to assess results and performance and make informed, strategic decisions, and ensure the organisation complies with statutory and corporate regulation and requirements.

DotW UK is going through a period of stabilisation with a focus on streamlining services to suit the needs and resources at the charity's disposal. In this dynamic, exciting environment, an experienced Head of Finance will help to facilitate the organisation's future growth. In this role, you will work closely with the treasurer, trustees, and senior managers to enable them to manage their programme finances and support them to report to donors and to devise sound plans for growth and sustainability.

You will be responsible for providing input from a financial and management perspective on strategic development and the general organisation-wide structure and management, as member of the SMT.

You will demonstrate openness, responsiveness and positive attitude in the role and possess excellent interpersonal 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
<p>Management Accounts and Financial Reporting</p>	<ul style="list-style-type: none"> • Lead the Finance Team, to ensure that financial outputs provided across the organisation meet the expectations of SMT and external stakeholders. This includes line management of a part-time bookkeeper (0.6 FTE). • Prepare and present accurate and timely financial information to Senior Management Team (SMT), MdM stakeholders, the Board of Trustees, and relevant sub-committees. • Meet with Treasurer on a regular basis to discuss any arising financial issues or concerns. • Be an active participant in SMT meetings, presenting financial results, and raising relevant finance matters. • Draft the Annual Report and Accounts, taking responsibility for preparing the annual financial statements. Lead on the annual accounts audit, working with the external auditors to deliver required supporting papers to enable timely sign-off of accounts. • Ensure that all field accounting for international programmes through UK donors is compliant with both internal and donor requirements.
<p>Budgeting & Forecasting</p>	<ul style="list-style-type: none"> • Prepare annual budgets and re-forecasts including cashflow, identifying cost savings and opportunities for income generation. • Work with SMT to enable them to devise budgets through the annual planning process. • Act as business partner with SMT colleagues, assisting with budgeting and grant applications. • Review and agree programme budgets with SMT/Executive Director for board approval. • Design formats for preparing and monitoring project/team budgets to ensure overhead recovery and contribution to core costs are included where possible.

Key Duties	Key Activities
Payroll and Taxes	<ul style="list-style-type: none"> • Oversee information flow to payroll provider to prepare payroll. • Ensure control accounts are maintained and payments are made to HMRC within the due dates, along with the necessary reporting submissions. • Manage Employer's Pension Scheme, maintain relationship with the pension provider, ensuring payments are made and compliance with auto enrolment regulations.
Treasury	<ul style="list-style-type: none"> • Maintain relationship with the organisation's bank and act as a signatory to the account including internet banking. • Ensure that reconciliations of all bank accounts including credit cards are undertaken monthly. • Manage any FX exposure. • Liaise with the Executive Director regarding disbursement of monies to the field.
Compliance & Governance	<ul style="list-style-type: none"> • Ensure adequate internal controls exist to safeguard the accuracy and security of company records. • Prepare and/or update financial procedures and policies on a regular basis. • Maintain a robust governance environment across the organisation, including assisting the Treasurer and Executive Director in undertaking risk analysis and ensuring the risk register is maintained.
Capital Expenditure	<ul style="list-style-type: none"> • Ensuring company procedures are reviewed, updated, approved, and adhered to for the purchase of capital items. • Maintain fixed asset register, ensuring depreciation computations have the appropriate policy applied.
Financial systems	<ul style="list-style-type: none"> • Lead on month end close including accruals and prepayments, depreciations, provisions, and control account reconciliations. • Lead on the preparation of balance sheet reconciliations. Timely clearance of any differences. • Review all transactions and ensure accurate classification of income/spend on national/international programmes and restricted/unrestricted funds using detailed knowledge of grant applications and funding permissions • Act at first point of contact to staff on Finance queries and requests for support.
Regulatory reporting/HMRC	<ul style="list-style-type: none"> • 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. • Prepare any necessary returns/statements for Companies House. • Reporting to the Charities Commission. • 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.
Purchase Ledger	<ul style="list-style-type: none"> • Supervising the processing and payment of purchase invoices and expenses, ensuring that the appropriate approval and authorisation controls have been fulfilled.

Key Duties	Key Activities
	<ul style="list-style-type: none"> • Undertake due diligence reviews of suppliers as necessary. • Assist bookkeeper with any issues on coding/approving supplier invoices or supplier queries. • Approval of new account set ups. • Scheduled payment run on agreed basis (either by cheque or internet banking).
Sales Ledger	<ul style="list-style-type: none"> • Ensure the accurate recording of donor income and donations. • Ensure debtors are promptly chased and deal with any credit control issues. • Review the reconciliation of the CRM software (Raisers Edge) to the income values entered into QuickBooks.
Other Duties	<ul style="list-style-type: none"> • Support the operations teams and fundraising colleagues on collation of information for funding/grant requests including tracking to budget. • Lead on service provision costing reviews – such as insurance, telephony, photocopier contracts, obtaining revised costings in line with needs for approval by SMT. • Provide technical support to Executive Director in contract management.

General	<ul style="list-style-type: none"> • 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.
Stakeholder and Customer Service	<ul style="list-style-type: none"> • To provide quality customer service to all our respective audiences and stakeholders and comply with our quality management protocols.

Key Deliverables	Please Indicate A R or N/A
Maintaining the accounting entries for the organisation, including bank reconciliations	A
Act as first line of defence against fraud and misappropriation of funds	A
Ensure suppliers, staff and volunteers are paid in accordance with correctly submitted invoices and payroll/expense claims.	A
Monthly management accounts and monthly Board reports	A
Year end (audit) pack	R
Annual budget planning, setting and support	R

Decision Making Criteria: A = Accountable, R = Responsible

Level of Budgetary Responsibility	High
Key Working Contacts	All DotW UK teams; MDM International Network Finance Community and others as relevant at HQs across the MDM International Network.

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

Date Created	May 2024
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Person Specification

Job Title	Head of Finance
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PERSONAL COMPETENCIES	
Competency Title	The successful candidate will be able to....
Communicating with others	Demonstrate effective communication - sharing information, ideas and experiences, presentation skills.
Team working and interpersonal skills	Commit to working co-operatively with others and understand how to influence others to achieve objectives in an effective way.
Managing Resources	Assume accountability for resources in terms of managing people, budget, information, and responsibility.
Drives Continuous Improvement	Push the boundaries of performance and raise quality. A core element is a focus on striving for continuous improvement and the ability to take initiative.
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.
Managing Yourself	Take a proactive and flexible approach to maintaining and developing own knowledge and skill base.
Delivery and Meeting Business Plan	Understand what needs to be done; stretches to deliver it effectively. All employees demonstrate a positive 'can do' attitude.

RELEVANT EXPERIENCE
The successful candidate will have experience of
Accounting at a senior level in a charity or not-for-profit.
Effective administration, including project management.
Preparing financial management information for inclusion in reports to Boards of Trustees, donors and regulatory bodies (Companies House etc).

SPECIFIC SKILLS AND KNOWLEDGE	
The successful candidate will have the ability to....	The successful candidate will have knowledge of....
To lead the financial management processes and reports for the organisation.	QuickBooks (essential) and Office 365.

Lead on audit and statutory compliance obligations, such as HMRC and Companies House.	PC applications, including Word and Excel.
Think strategically and make an organisation-wide contribution to our growth and effectiveness.	How to manage competing deadlines and tasks effectively.
Ensure finance team are motivated and delivering high standard outputs for business partners in the organisation and across the MDM international network, when needed.	Creating and managing relationships with multiple stakeholders.
Deliver management information at SMT and to the Board of Trustees which would optimise the efficiency and effectiveness of the organisation.	The role of a finance team in an INGO.

SPECIFIC ATTRIBUTES

Qualified Accountant CCAB (including CIMA, ICAEW, ACCA, CIPFA, ICAS, Chartered Accountants Ireland, or International equivalent qualification), with full membership of the relevant accounting body.

Date Created

May 2024