

Job Description:

Senior Operations and Finance Officer

ALIMA UK



This new and unique role will work across a variety of charity management projects, helping to set up a new UK office for a rapidly growing medical INGO saving lives across Africa.

It will include leading on a broad range of projects that support the set up and management of the UK registered office. Benefits are competitive, work is primarily remote and partially flexible. This is a chance to help set up something new and leave your very own legacy for an up-and-coming international medical organisation that has already treated over 13 million patients since its set up 15 years ago.

KEY INFORMATION

Salary: £36,000 (pro rata)

Hours: 3 days per week

Benefits: 8% pension, private medical care, 30 days holiday pro rata, hours are partially flexible and require 75% overlap with ALIMA's office hours of 9 - 5 pm

Location: Predominantly home-based with c. one office day or meeting every two weeks (in Putney or Kings Cross). The post-holder may, occasionally, be expected to travel for limited periods including internationally

Contract Type: This is initially a one year contract to be reviewed as the charity grows.

Reporting to: ALIMA UK Head of Development

Other Key Relationships: Chair of ALIMA UK, Senior Trusts Fundraising Manager, ALIMA UK Trustees, ALIMA Paris Office, ALIMA international desks

INTRODUCTION

ALIMA is a humanitarian medical aid organisation created in 2009 by a group of highly experienced humanitarian aid workers. With offices in Dakar (Senegal) Paris, New York and now London, the organisation was established to fill the growing gap of unmet humanitarian needs in some of the most underserved areas of the world, particularly focusing on Sub-Saharan Africa.

ALIMA currently operates 43 programs in 15 countries, all in some of the most neglected areas of the world. These include: Mali, Burkina Faso, Central African Republic, Nigeria, Niger, Chad, Democratic Republic of Congo, Cameroon, Guinea, Senegal, South Sudan, Mauritania.

The work we do: Malnutrition, Maternal Health, Primary and Secondary Health, Paediatrics, Malaria, Epidemics (Ebola, Cholera, Measles, Dengue, Lassa Fever, Covid-19), Hospitalisation, Emergencies, Gender Based Violence.

ALIMA's effectiveness is based on three principles:

Our unique alliance based model - We are an alliance between local and international actors (local health workers, national NGOs and ministries of health, international research institutes and funders);

Our strong local roots - Our strong focus on working with and through local partners means that we are locally led. We harness the power of local medical talent, building capacity and working through communities to strengthen sustainable health systems. This model means we are also able to reach communities that are often inaccessible to other international NGOs.

Our constant innovation to transform humanitarian medicine - 28% of ALIMA's activities are dedicated to locally based research, with the research informing and being informed by our programmes. The integral role that research plays means we have been able to successfully tackle major medical issues that have not been solved before, and in doing so have won prestigious awards for major medical advancements in treating malnutrition and Ebola and in providing innovative and effective patient care to remote communities.

More information can be found at www.alima.ngo

ROLE CONTEXT

ALIMA has grown fast, and hires over 2000 staff. It has now opened affiliated organisations in the US and UK to lead on engaging potential donors and partners to support its work. This role is with ALIMA UK.

ALIMA UK was opened in 2022 and is in the latter end of its set-up phase. This is a new role and will be the third staff member to join the team. The purpose of the role is to support the UK Head of Development in implementing the UK Strategy. The post holder will support, initiate and drive projects and will work across a broad range of charity management related projects.

The work will be varied and will include setting up some of the basic foundations of the charity – developing and implementing new finance and HR systems, arranging field visits for the team, organising board meetings and managing small events. As this is a new job in a small team there will be the opportunity to get involved in a wide range of projects according to the postholder's own skillset and the emerging needs of the charity.

The rest of the UK team are highly experienced and have a very supportive culture, though the (largely) remote nature of the work does require all members of the team to lead on and drive projects autonomously. This is an exciting time to join and help shape the development of ALIMA UK. This role is posted as a one year contract as the needs of the business are changing as the

organisation develops. At the end of the year the needs of ALIMA will be reviewed and there *may* be scope to further shape the role, depending on the needs of the business and funding available at the time.

CANDIDATE PROFILE

ALIMA UK is in its start-up phase and is made up of a small team working across a varied range of tasks. This period is exciting and needs someone who enjoys and has a proven track record of leading and delivering on operational projects for a business or charity while working with senior stakeholders. They should be a highly organised self-starter who is able to work autonomously and lead on projects as well as a great team player.

The role is varied, so strong numerical skills and good written communication skills are both important. Ideally they will also have experience of, and good knowledge of, the charity sector in the UK.

RESPONSIBILITIES

ORGANISATIONAL DEVELOPMENT

- Driving and implementing a varied range of projects that support the smooth set-up of the UK charity, in collaboration with the UK Head of Development
- Virtual Office Management, including organising cloud based filing systems, managing resources including IT, coordinating information collection

FINANCIAL MANAGEMENT

- Working with the Head of Development & Chair to create and develop new financial management systems for the charity
- Ongoing management of the financial systems of the charity including bookkeeping, invoice management and basic reporting
- Working with colleagues to produce financial reports for the Board, donors and others on request

EVENT & PROGRAMME CO-ORDINATION

- Coordination of small events
- Organising and coordinating staff and trustee visits to the UK and overseas

SUPPORTING SENIOR STAKEHOLDERS

- Organise UK board meetings including booking venues, finalising and circulating papers, minute taking
- Copywriting

Any other duties as may be reasonably required as part of supportive team.

PERSON SPECIFICATION

REQUIRED

Skills, Experience & Knowledge

- Experience working for a UK-based charity in an administrative, executive support, finance, fundraising or project management role
- Strong project management skills: a track record of successfully driving small to medium-sized projects
- Strong numerical skills, including experience reporting on or managing budgets, producing management accounts or equivalent
- Excellent verbal and written English language skills
- Excellent organisational skills: Ability to plan, prioritise and manage a varied and demanding workload to meet deadlines
- Experience working with a broad range of stakeholders including Senior level staff, donors and volunteers
- Knowledge and understanding of fundraising in the UK charity sector

Attributes

- Ability to work independently and take initiative within an established team
- A resilient mindset and ability to push through when the way ahead is not immediately obvious
- Ability to work collaboratively and supportively alongside the UK Team
- Passion for and commitment to the mission and goals of ALIMA

DESIRABLE

- Experience of working with accountancy software or excel
- French Language Skills
- Event coordination experience
- Experience with powerpoint or design programmes
- Fundraising experience
- Time working for an international development organisation.