



International Medical Corps UK provides emergency relief to those struck by disaster no matter where they are, no matter what the conditions, working with them to recover, rebuild and gain the skills and tools required for self-reliance.

International Medical Corps and International Medical Corps United Kingdom with headquarters in the United States and the United Kingdom respectively, work collaborate to maximise resources for the delivery of appropriate relief and development activities.

To learn more about us visit: <https://www.internationalmedicalcorps.org.uk/about-us>

## Job Description

<b>Job Title</b>	Finance Assistant
<b>Location</b>	Canary Wharf, London
<b>Start Date</b>	TBD
<b>Position Reports to</b>	Finance Business Partner
<b>Background</b>	The role is Part of IMC UK Finance and GCM Departmental UK
<b>Job Purpose</b>	To assist Finance team with the day-to-day financial activities of International Medical Corps UK in ensuring appropriate finance management, accounting, control and reporting. UK finance teamwork in close collaboration with the finance team of our affiliate International Medical Corps based in LA and Split. As part of a small team, the candidate will demonstrate flexibility. Occasional additional working hours maybe required.
<b>Main Responsibilities</b>	<p>The main responsibilities will focus on supporting finance team in the following key areas:</p> <ul style="list-style-type: none"> <li>• Donor receivable management by flagging unpaid grants income</li> <li>• Bank compliance of all transactions to external parties including sanctions countries;</li> <li>• Payments with Bank and other HQs;</li> <li>• Corporate cash management;</li> <li>• Foreign exchange transfers</li> <li>• Tracing foreign exchange settlements and flag outstanding settlements;</li> <li>• Corporate operations account has sufficient funds;</li> <li>• Revalue bank balances at the end of every month and post revaluation adjustments to ledgers;</li> <li>• Regular bank reconciliations;</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensuring employee benefits accounts are settled in a timely manner</li> <li>• Managing transactions on the company credit cards.</li> <li>• Review and process staff expense authorization, expense report for travel advances and travel reimbursement</li> <li>• Review vendor invoices or payment requests for accuracy, appropriate authorization and supporting documentation;</li> <li>• Track and ensure proper coding and authorization of all advances and payments;</li> <li>• Accurately record accounts payable transactions into ledger;</li> <li>• Any other duty to ensure that IMC UK liabilities are settled in a timely manner at accurate level;</li> <li>• Update IMC UK related changes to donors in a timely manner;</li> <li>• Upload IMC Pension liability and staff details to Scottish Widow's portal;</li> <li>• Ensure that changes in employee details are updated with Scottish Widows in a timely manner</li> <li>• Assist in the preparation of monthly Board reports;</li> <li>• Prepare detailed corporate expense report</li> <li>• Assist in the preparation of balance sheet control account schedules for the statutory audit;</li> </ul> <p>Please note that the duties and responsibilities listed above are representative of the nature and level of work assigned and are not necessarily all-inclusive. This job description is subject to review to ensure that it reflects the strategic direction requirements of International Medical Corps UK.</p>	
<b>Scope</b>	<b>Financial:</b> Budget: NA	<b>Non-Financial</b> Direct Reports: NA  Indirect Reports:  Geographical Scope: UK
<b>Candidates' Specifications</b>		
<p>This is a role in a fast-paced team and work environment, working in organisation within a complex setting. Therefore, to perform this job successfully, an individual must meet the essential requirements below:</p>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Working towards the final stage of recognized accounting qualification	A recognized Accountancy qualification and/or related degree
<b>Experience</b>	Relevant experience	

<b>Competency</b>	<p>Advance data analysis - Ability in using excel for reports etc.</p> <p>A creative and analytical thinking style, applying tenacity in the face of challenges</p> <p>A 'can do' outcome focused attitude and approach, resourceful and works to make things happen taking others along with them</p> <p>Ability to exercise independent judgment and discretion</p>	
<b>Other</b>	<p>Flexible to work additional hours or weekends if required</p> <p>Willingness to be deployed on a business trip when required</p>	
This job description is subject to review to ensure that it reflects the requirements of International Medical Corps UK.		
The tasks listed are representative of the nature and level of work assigned and are not necessarily all-inclusive.	It is our shared responsibility and obligation to prevent matters involving Sexual Exploitation & Abuse, Trafficking in Persons, Child Safeguarding and any suggested violation to our Code of Conduct, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any suggested activities then you have an obligation to report.	International Medical Corps UK is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status as a veteran.

## How to apply

Candidates who can demonstrate that they meet individual specifications and can prove that they have the right to work in the UK should send application to [hr-uk@internationalmedicalcorps.org.uk](mailto:hr-uk@internationalmedicalcorps.org.uk) or by post to Human Resources Department 2 Ground Floor, 161 Marsh Wall, London, E14 9SJ.

Application should include CV and cover letter stating how you meet each requirements and why you are interested in the role. Due to the urgency to fill this role, applications will be reviewed on a rolling basis and we reserve to close this advert before the confirmed closing date when we are in receipt of sufficient application.

## Closing date

5PM UK time on May 24<sup>th</sup> 2019. We reserve the right to close this vacancy when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to submit your application as soon as possible.

## Please note:

In order to process job applications, International Medical Corps UK collects personal information submitted by applicants. By applying for this role, you are consenting to that processing. All personal information is processed in line with our privacy policy set out at

<https://www.internationalmedicalcorps.org.uk/privacy-and-cookie-policy>