



# FINANCE AND ADMINISTRATION OFFICER

## Job Description, Person Specification & Terms of Service

### About TB Alert

*TB Alert* is the only specialist tuberculosis charity in the UK. We work in this country and internationally to fight a disease which claims 1.5 million lives a year. Our mission is to work towards the control and ultimate elimination of TB by increasing access to effective treatment for all people. We do this by:

- providing information and support to individuals and communities affected by TB, and raising awareness of TB among health practitioners
- strengthening collaboration between government health and social care services and the voluntary and community sector, to provide better care for patients and to prevent TB
- advocating for the resources and policies to provide the best care for patients and prevent TB

### Job Purpose

To assist the Finance & Administration Manager in the effective management of the Charity's financial and administrative procedures and to support the international programme team in monitoring, reviewing and reporting on international project finances

### Main Duties

#### **Finance tasks: finance team**

- Process financial transactions and client orders from the sales and purchase ledgers through to the completion of transactions
- Record and report income donated to the charity and process Gift Aid claims to HMRC
- Reconcile bank accounts on a monthly basis
- Record, reconcile and maintain the Charity's petty cash accounts
- Maintain accounting records and computer and paper filing systems
- Assist in compiling budgets, financial reports and cash flow forecasts

#### **Finance tasks: international programme team**

- Review financial reports from project partner organisations and liaise with them to ensure comprehensive financial reporting, compliance and monitoring of expenditure against planned activities and expenditure
- Review quarterly forecasts from project partners and prepare payments, including managing expected exchange rate gains or losses and supporting budget modification processes
- Monitor, record and report on budget lines for TB Alert's international monitoring visits
- Prepare financial reports to donors (including DfID, Comic Relief, Big Lottery Fund)
- Work with the team to ensure compliance with all donor requirements, including coordinating responses to audits
- On occasion the postholder may be required to travel overseas (currently Africa and India) to support project partners and undertake internal audits

**Administration tasks**

- Update database of supporters, suppliers and other contacts
- Undertake general administrative and logistical support, eg booking meetings rooms and travel
- Undertake general clerical duties
- Maintain stock control records
- Carry out any other reasonable tasks as requested

**Terms of Service****Reporting to**

Finance and Administration Manager, with a 'dotted line' report to the International Programme Officer

**Salary**

NJC scale 5, commencing £21,035 to £22,324 pro rata (based on 35 hours full time)

**Hours of work**

Negotiable between 21 hours and 28 hours per week, preferably with flexibility to work additional hours during quarterly peak reporting periods

**Term of contract**

Fixed term to 31 December 2017, possibly extendable dependent on future funding

**Probationary Period**

Three months

**Benefits**

Optional pension: employee contribution 5%; employer contribution 6%

Annual Leave: 25 days annually plus bank holidays, pro rata

**Place of work**

*TB Alert's* head office in Brighton

**Equal Opportunities**

We are working towards being an equal opportunities employer and welcome applicants from all sections of society

**Application Procedure**

To apply, please complete [TB Alert's application form](#); we do not accept CVs

Please email your application to [recruitment@tbalert.org](mailto:recruitment@tbalert.org). If you would like to speak about this post before applying, please contact John Ramsay on 01273 234029 or [john.ramsay@tbalert.org](mailto:john.ramsay@tbalert.org)

Deadline for applications: Thursday 14 July 2016

Interviews will be held on Thursday 28 July in Brighton; you will be informed by 19 July if you have been invited to an interview



# FINANCE AND ADMINISTRATION ASSISTANT

## Person Specification

	Essential	Desirable
<b>Qualifications/Education/ Knowledge</b>	Working towards, or has achieved, a recognised accounting qualification	Working knowledge of financial reporting regulations and legislation  AAT qualified, or equivalent
<b>Demonstrated Experience</b>	Experience of working in a finance department with computerised systems  Excellent numerical and analytical skills  High level of competence in MS Office, especially Excel	Experience of complex project finances  Experience of financial reporting to institutional funders  Experiences of financial management across currencies  Experience of working with organisations in developing countries  Experience of using a database of contacts  Experience of QuickBooks
<b>Personal Qualities</b>	Good organisational skills and the ability to plan own workload  Good written and verbal communication skills, with the ability to communicate effectively across cultures  Self-motivated and enthusiastic  Ability to work under pressure and meet targets and deadlines with close attention to detail	Interested in public health and international development issues