



Job Description

Job Title: NTD Finance and Risk Officer
Job Location: Haywards Heath
Reports to: NTD Finance & Risk Manager
Job Holder: Vacant
Department: Finance and Performance

Job Purpose:

The NTD Finance Officer role is based within the NTD (Neglected Tropical Diseases) Finance team, which manages a portfolio of large NTD grants and contracts. At present, these are made up of the Queen Elizabeth Diamond Jubilee Trust Trachoma Initiative, DFID SAFE, DFID UNITED, DFID Aidmatch CATCH, DFID Aidmatch Oncho/LF, the GiveWell funded Schisto/STH programme, the Bill and Melinda Gates Foundation (BMGF) Onchocerciasis (Oncho) Elimination Mapping Programme, the Accelerate programme, the DFID funded Commonwealth Fund programme and the new USAID Act to End NTDs East programme.

This role will support NTD Finance Managers on these and other upcoming programmes, with an initial focus on DFID Aidmatch CATCH and USAID Act to End NTDs East. This role is an excellent opportunity for a motivated individual to build their understanding of project financial monitoring, with opportunities to become involved in financial reporting, budgeting, forecasting, donor and partner contractual requirements, cash flow and audit.

Key Tasks and Principal Accountabilities:

- Preparation and submission of financial reports, invoices, forecasts and accruals to the funder by the specified submission date (30%)
- Check, review and process partner/Sightsavers country office budgets, expenditure and output reports and project related claims from consultants and coalition partners, both on CLAIMS (online portal) and in Excel, and support with other day to day finance and administration tasks on the projects (20%)
- Manage NTD programme cost recovery, preparing monthly staff cost recovery journals, setting up consultants on Proactis in line with the established process, and maintaining the master list of staff and consultants recovered on each programme (15%)
- Liaise with technical and programmatic teams to prepare budgets for submission to funders on both new and existing programmes (10%)
- Work with the relevant finance leads to take responsibility for partner transfers and other payments required on the NTD programmes, including cash flow monitoring (5%)
- Liaise with finance leads, Project Directors and the Procurement Team to instigate and track the procurement of materials and equipment required for the programmes (5%)
- Produce monthly reports and monitor spend on departmental cost centres (5%)

- Ad hoc duties as required (10%)

Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education & Related Experience):

- Able to demonstrate finance and accountancy experience. Working towards an accountancy qualification an advantage but not essential.
- Awareness of overseas development context gained through working in the INGO sector is preferable but not essential
- Experience of institutional donor or large scale contract management preferable

Skills (Special Training or Competence):

- Excellent numerical skills
- Proficiency with Excel (pivot tables) is required and experience of a computer based accounting system is desirable
- Strong attention to detail with a willingness to follow issues through to resolution
- Well organised with an appreciation of meeting reporting commitments
- Ability to juggle multiple tasks and competing priorities
- Willingness to continuously develop skills and knowledge to remain current with donor funding developments
- Ability to communicate effectively and professionally across a variety of cultures

Core Behaviours:

- Communicating & Influencing
- Team Working
- Decision Making
- Planning & Organising
- Delivery & Implementation
- Adaptive & Flexible

Key Relationships

Internal

NTD Directorate

Planning Performance and Reporting Team

Finance and Performance Management Team

Key country office finance and programme staff for NTD projects

Institutional Funding Team

External

Key contacts for partners involved on the programmes

Additional

This post may involve travel to project countries when required