



Job Description

Job Title: NTD Finance and Risk Intern

Job Location: Haywards Heath

Reports to: NTD Finance & Risk Manager

Job Holder: Vacant

Department: Finance and Performance

Job Purpose:

The NTD Finance and Risk Intern 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.

Working within the Finance and Performance Directorate, the job holder will be responsible for providing support to the rest of the NTD Finance team, especially with regards to smaller NTD grants, and consultant and supplier payments. This role is an excellent opportunity for a motivated individual to build their understanding of financial management, with opportunities to expand their knowledge of project finance.

Key Tasks and Principal Accountabilities:

- Prepare and submit financial reports and invoices to funders
- Check, review and process partner/Sightsavers country office budgets, expenditure and output reports and project related claims from consultants, both on CLAIMS (online portal) and in Excel, and support with other day to day finance and administration tasks on the projects
- Work with the relevant finance leads to take responsibility for partner transfers and other payments required on the NTD programmes
- Manage NTD programme cost recovery for consultants, setting up suppliers and payments on Proactis in line with the established process, and maintaining the master list of consultant recoveries
- Produce monthly reports and monitor spend on departmental cost centres
- Ad hoc duties as required

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

Knowledge (Education & Related Experience):

- Awareness of overseas development context gained through working in the INGO sector is preferable but not essential

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