



Job Description

Job Title: NTD Central Finance Officer

Job Location: Haywards Heath

Reports to: Senior NTD Finance & Risk Officer

Job Holder: Vacant

Department: Finance and Performance

Job Purpose:

The new NTD Finance Officer role is based within the NTD (Neglected Tropical Diseases) Finance and Operations team, which manages the finance, risk, contractual and supply chain elements of a portfolio of large NTD grants and contracts. At present, these are made up of the GiveWell funded Schisto/STH programme, the Bill and Melinda Gates Foundation (BMGF) funded Onchocerciasis (Oncho) Elimination Mapping Programme, the Accelerate programme, the DFID funded Commonwealth Fund programme, the USAID Act to End NTDs East programme and the new DFID ASCEND programme.

Under the oversight of the Senior NTD Finance and Risk Officer, this role will support the team by leading on and improving the internal processes required to keep these and other upcoming programmes running smoothly. It is an excellent opportunity for a motivated and conscientious individual to gain experience of working in an International NGO setting.

Key Tasks and Principal Accountabilities:

- Manage the NTD programme cost recovery process, preparing monthly staff cost recovery journals, setting up consultants on Proactis, and maintaining the master list of staff and consultants recovered on each programme
- Produce monthly reports and monitor spend on departmental cost centres, working with the relevant finance leads to investigate and resolve any discrepancies
- Act as departmental focal point for the Sightsavers organisational planning process for all departmental programmes and cost centres, working with internal stakeholders to ensure deadlines are met, and Sightsavers central systems updated correctly
- Prepare quarterly management reports for all departmental programmes
- Completing administrative tasks, managing queries and providing support to other users for our programme reporting system, MyCLAIMS. This will involve user training, updating exchange rates, mailbox management, system testing support, updating guidelines and other maintenance tasks as required
- Support with the preparation of financial reports, invoices, forecasts, budgets, accruals and other ad hoc programme finance and administration tasks as required
- Work with the relevant finance leads to take responsibility for partner transfers and other payments required on the NTD programmes, including cash flow monitoring

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

Skills (Special Training or Competence):

- Excellent numerical skills
- Proficiency with Excel (lookups, pivot tables, etc.)
- Experience of a computer-based accounting system is desirable
- Experience of purchase ledger or purchase order systems a strong advantage but not essential
- Strong attention to detail with a willingness to follow issues through to resolution
- Well organised with an appreciation of meeting reporting commitments
- Driven to proactively identify and take forward process improvement opportunities
- Ability to juggle multiple tasks and competing priorities
- Enthusiastic, with a 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

External

Key contacts for partners involved on the programmes

Additional

This post may involve occasional travel to project countries when required