

FINANCE OFFICER JOB DESCRIPTION

POSITION DETAIL

Role Title: Finance Officer

Organisation: Lifebox

About us: Global nonprofit making surgery and anaesthesia safer worldwide

Team: Finance and Administration

Reporting to: Finance Manager

Location: Remote

Contract: 12 months renewable contract

Employment type: Full-time

Salary: According to local salary scale

Background

Lifebox is a growing and dynamic global health non-profit dedicated to saving lives by improving the safety of surgery and anaesthesia around the world. Lifebox works to increase anaesthesia safety, reduce surgical infection rates, and strengthen operating room teamwork through tools, training, and partnerships. Since its founding in 2011, Lifebox has worked in over 116 countries and trained more than 13,000 healthcare providers. Lifebox is registered as a charity in Ethiopia, the UK, and US, with just over 50 staff and affiliated faculty, and an operating budget of nearly \$4M supported by individual donors and foundations. To learn more, see: www.lifebox.org

PURPOSE OF THE ROLE

To contribute to financial processing and control, and the production of financial information across Lifebox globally. To support the management of donor grants and submission of timely grant reports to donors.

ROLES AND RESPONSIBILITIES (include but are not limited to)

- Maintain financial files and records including electronic copies of all contracts, invoices and relevant documentation
- Assist with collating information and documents for the annual audit
- Ensuring transactions are properly recorded and entered into the accounting system (currently using QuickBooks Online)
- Follow up with staff for credit card, prepaid cards and advances receipts
- Reconcile bank accounts, credit cards, prepaid cards and advances
- Attend to all finance related queries or route it to the relevant staff member
- Ensure payment requests are completed correctly and follow up on any missing information
- Assist with the preparation of monthly management reports and budgets
- Monthly Income reconciliation
- Monthly balance sheet reconciliation and analysis
- Preparation of inter-company transfer reports

- Support the charity team on the charity's finance processes
- Maintain fixed asset register
- Maintain grants masterfile
- Collect and maintain records for W8 and W9 forms, 1099 forms, non-profit annual reports, gift aid, and any other forms that are required to be submitted annually
- Manage receivables
- Other duties as may be requested by the line manager

PERSON SPECIFICATION

- Degree in Finance/ Accounting/ equivalent, AAT or studying towards an accounting qualification (CPA, ACCA)
- Minimum 4 year's recent exposure in relevant comparable roles within the international charity/development sector
- Working knowledge of donor reporting and grants management
- Intermediate to advanced knowledge of Microsoft Excel
- Previous experience of QuickBooks accounting software (or similar) and openness to learning new systems
- Comfort with working in multiple currencies
- Good verbal and written English communication skills
- Willingness and ability to work from home

APPLICATION PROCESS

To apply please email your CV and a cover letter as a single document explaining your motivation and how you are best suited for this position to opportunities@lifebox.org.

Please note the following:

Correspondence will only be entered with candidates who have been short-listed. If you have not received a reply within two weeks of the closing date, please consider your application as unsuccessful.

Closing date: 24 May 2024

Applications received after the closing date may be considered until the post is filled.

Lifebox is an equal opportunity employer and values diversity