



Global Health  
Partnerships  
*FORMERLY THET*

# We're hiring!

 **JOB PACK**

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Thanks for your interest in working at GHP.  
This job pack provides you with everything you need to  
know to apply for this role and what it means to work at  
GHP.

**FINANCE BUSINESS PARTNER (MATERNITY COVER)**



## JOIN OUR TEAM!

### About Global Health Partnerships (GHP) Formerly THET

GHP is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries.

We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience.

At the heart of our work is vision of a world where everyone has access to healthcare.

Find out more at [thet.org](https://thet.org).



Global Health  
Partnerships  
FORMERLY THET

# OUR VALUES

1



Partnering through collaboration

2



Partnering with respect

3



Partnering with integrity

4



Partnering through learning





# JOB SPECIFICATION

Contract	Fixed-term contract (12 months).
Reports to	Financial Controller
Location	Remote (travel to London may be required 1-2 times per year)
Salary	£37,428 per annum
Line Management of	No direct reports
Application deadline	23:59 GMT+0 on Sunday 18 <sup>th</sup> May 2025
Interviews expected to be held on	27th May 2025 – 30th May 2025





# KEY RESPONSIBILITIES

## **Purpose of role**

This post will be responsible for supporting the Financial Controller in all aspects of the financial management of the charity. This post will take an active role in supporting both overseas and UK staff with financial management. The post will also be responsible for producing monthly/quarterly project finance reports both internally and externally. The successful candidate will be an analytical, intelligent accountant who will provide high quality support for a range of teams across the organisation. They will have the ability and communication skills to build strong working relationships at all levels across the organisation, including non-finance staff. The successful candidate will have at least two years' experience working in a similar role and will preferably be at least part qualified.

## **Main responsibilities**

- Produce donor reports in line with donor requirements and to deadline.
- Produce monthly project reports for budget holders.
- Assist budget holders with the financial management of projects.
- Process the monthly finance reports received from the overseas offices.
- Support both UK and overseas staff with general finance queries.
- Assist the Financial Controller in the production of the monthly management accounts.
- Assist the Financial Controller in the production of the statutory accounts and with the associated audit.





# PERSON SPECIFICATION

Person specification	Essential	Desirable
<b>Qualifications</b>		<ul style="list-style-type: none"><li>• Ideally ACCA/CIMA/ACA qualified/part-qualified.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• At least two years' experience of working in the charity sector, working in a similar role.</li><li>• Experience of QuickBooks or similar accounting packages.</li></ul>	





# PERSON SPECIFICATION

Person specification	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• IT literate and proficient in Word, Excel, Outlook and PowerPoint.</li><li>• A high level of proficiency in written and spoken English.</li></ul>	
<b>Skills</b>	<ul style="list-style-type: none"><li>• Ability to work mainly unsupervised to deliver against agreed priorities within broad guidelines and make decisions/recommendations that have implications beyond finance.</li><li>• Team player with the interpersonal skills and flexibility necessary to work within a small team, including the ability to proactively plan workloads around others.</li><li>• Keen eye for detail and a high level of accuracy.</li><li>• A systematic and organised approach.</li></ul>	





# PERSON SPECIFICATION

Person specification	Essential	Desirable
<b>Values</b>	<ul style="list-style-type: none"><li>• Strong commitment to GHP's cause and values</li></ul>	







# FINANCE BUSINESS PARTNER (MATERNITY COVER)

## What we offer

- Flexible working hours
- Remote working arrangements
- Enhanced Maternity and Paternity leave benefits
- Confidential Employee Assistance Programme
- 36 days annual leave inclusive of bank holidays
- Annual learning & development allowance
- 5% employer pension contribution when an employee contributes 3%.
- A friendly, supportive work environment.

## HOW TO APPLY

If this opportunity appeals to you, then please do apply by following this [link](#) by 23:59 (GMT+0) on Sunday 18th May 2025.

GHP reserves the right to close applications early should a large volume of applications be received. Applicants are advised to apply early to avoid disappointment.

For any questions about this role, please email [jobs@thet.org](mailto:jobs@thet.org).

**This post is UK based. Non-EC nationals will require current and valid permission to work in the UK.**

GHP is committed to creating a diverse and inclusive organisation, reflecting the diversity of the health community and wider society. We welcome applications from people of all backgrounds and personal characteristics. All staff must comply with GHP'S Safeguarding Policy and Code Conduct (visit our website for more information).

**Disclaimer on Artificial Intelligence:** As part of the recruitment process at GHP, we want to see how candidate's personal and unique experiences and skills can contribute to our work and our mission. Therefore, the use of AI tools is discouraged throughout all steps of the recruitment process, including application, assessment, and interview. Candidates found to be using AI tools may be disqualified from consideration for this role.

