



**LIFE SAVING
TOOLS IN LIFE
SAVING HANDS**

KidsOR
surgery for children

Accountant

APPLICANT INFORMATION PACK

Job Title

Accountant

Reports To

Head of Finance

Hours of Work

3 - 4 days a week

Location

Edinburgh

Salary

£26,000 – £30,000



Safe Surgery for
EVERY CHILD

Kids Operating Room

We believe in a world where every child has equal access to safe surgery

That doesn't seem like such a big ask. Every child has a right to life and that shouldn't be taken away by an injury or illness that can be easily fixed. Children who battle cancer and undergo chemotherapy shouldn't get to the end of that process only to be denied the surgery that will offer them the chance of survival. Children who break an arm or a leg shouldn't live the rest of their lives in disability.

Babies who need simple procedures in the first hours of life shouldn't be left to die, and children born with urological conditions shouldn't be denied an education because they can't access the simple operation they need.

Our vision is for a world where every child is treated equally

Our mission is to support local doctors, through the provision of training and infrastructure, to ensure they can use their incredible talents to care for their nation's children. The number of children we need to reach is overwhelming. They urgently need our help.



Our Mission

- Provide dedicated, specialist facilities and equipment for children's surgery in low resource settings
- Support existing surgical teams to deliver safe surgery for children
- Monitor, collate and understand our impact on surgical outcomes
- Advocate on the global plight of children denied access to safe surgery

What We Do

KidsOR is a UK based charity that works with partner hospitals in low and middle income countries to develop high quality, safe surgical services for children.

We work closely with regional Surgical Colleges, the Global Initiative for Children's Surgery, partner NGOs and national Departments of Health to identify where the existing and/or training children's surgeons are. We then work with those people and their teams to ensure they have all the equipment they need to properly care for local children.

We also provide scholarships for children's surgery, helping strengthen local workforces and, in some countries, helping develop the first ever children's surgeon.



Understanding Our Impact

We are proud to partner with University California San Francisco, which carries out independent assessments of our units. In partnership with the local hospitals, we record every single operation and look at the wider impact on the child and family.

In refugee settings, we work with the University of Oxford to monitor and evaluate the impact of providing local care to displaced populations. This allows us to assess the real impact of providing safe surgical services and also the true geographic reach of that impact.

It also allows KidsOR to look at the economic benefit to a country or region of having high-quality surgical services for children.

I love fundraising for KidsOR because I am reminded of the kindness and compassion that people have every day. I am in awe of the lengths they go to raise money, donate or volunteer their time to help us.

-KidsOR Staff Member

How We Work

Our co-founders, Garreth and Nicola Wood, are actively involved in supporting our charitable activities and are part of our Trustee board, which provide ongoing governance and guidance.

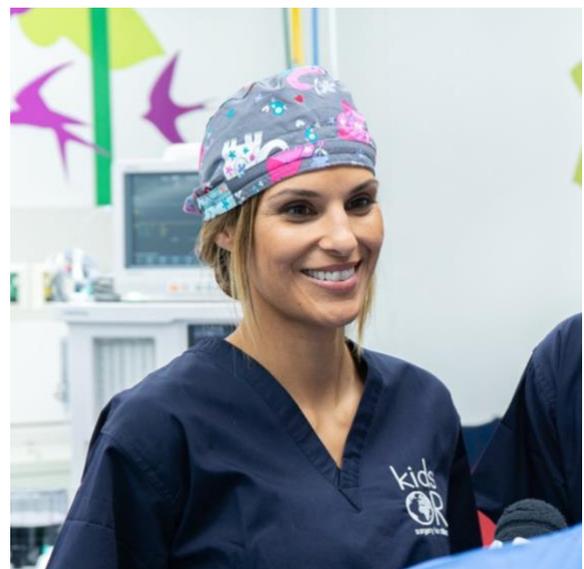
Garreth and Nicola founded Kids Operating Room with the vision of a world where every child has equal access to safe surgery. They firmly believe that access to surgery is a basic human right and that every child should receive urgent healthcare when they need it.

Our CEO, David Cunningham, is a global leader in developing charitable programs for children's health and has provided leadership to healthcare projects in the UK and across the world. David is a highly regarded charity regulation expert and is a board member of the UK Fundraising Regulator and a member of the regulators Standards Committee.

Day to day operational activities are split between our Directors and COO who manage teams based in Nairobi, Dundee (our Global Operations base), London and Edinburgh where our administrative office is located.



GARRETH WOOD



NICOLA WOOD

BEFORE



UGANDA

AFTER



KidsOR
surgery for children

Our Benefits

We offer a wide range of benefits to our employees. Some of which are listed below.



Company contribution
pension scheme



Health Insurance following
completion of probation
period



Industry leading
Maternity and Paternity
leave



Dental Insurance following
completion of probation
period



Contribution to Gym
membership



Extra day of annual leave
on your birthday



Death in service benefit



Travel Opportunities

Our Commitment to Inclusion

Everyone benefits when people can bring their whole selves to work. Whether you're a volunteer, a prospective employee or a fulltime member of staff, at KidsOR we want you to feel involved in all aspects of our work and to have amazing opportunities during your time with us – regardless of your background.

We're working hard to build a KidsOR team that reflects the communities we serve – we know diversity makes us stronger as an organisation and more effective in what we do.

We welcome people regardless of age, disability, gender identity, marital status, race, faith or belief, sexual orientation, socioeconomic background, and whether you're pregnant or on family leave.



About the Role

This is an exciting opportunity to join an internationally recognised charity, Kids Operating Room (Kids OR).

An opportunity has arisen for a dynamic and motivated finance professional to join our growing team based in Edinburgh. This is a new role and we are looking for a dedicated, experienced, and innovative self-starter who can demonstrate the drive and commitment needed to support the ongoing delivery of excellent services.

The successful candidate must be comfortable in delivering across all aspects of the finance function and the ability to deal with deadlines and targets. The role is wide ranging from producing regular financial information, managing ledgers, working with the operational team and providing support to budget holders and the Head of Finance.



Key Tasks and Responsibilities

- General ledger and management accounting responsibility including production of trial balance and monthly management pack
- Bank reconciliation (multi-currency) and management of posting exchange impacts
- Stock reconciliation and journals, and management of stock controls including communications with the operations team
- Manage Accounts Receivable (AR) ledger including issue of invoices and ageing reconciliation
- Fixed assets reconciliation, updating assets schedule and posting depreciation
- Reconcile Accounts Payable (AP) ledger and balance sheet reconciliations
- Update and post prepayment and accrual schedules, and ad hoc monthly journals
- Reconcile restricted projects reporting and monthly management reports
- Manage chart of accounts in Sage and maintain management reporting to align with changes
- Upload approved budget in Sage and liaise with budget holders to manage and monitor budgets
- Responsible for month-end process including month-end journals, trial balance and closing the period in Sage
- Preparing and submitting P11D to HMRC
- Assisting Head of Finance in budgeting, forecasting, cash flow, board papers, year-end closing, and statutory audit as required
- Other ad hoc duties as required and to provide coverage within the finance team

Person Specification

Knowledge & Skills

- Experienced in preparing and analysing financial and management reporting
- Experience of month end process and cash flow
- Experience of multi-currency processing for AR and AP
- Preferably experience of charity accounting
- Proficient in delivering, analysing and communicating financial information, including budgets and management accounts, to non-financial staff
- Knowledge of SORP and charity requirements
- Drive to develop and improve processes and procedures
- Understanding of financial controls
- High degree of computer literacy, particularly excellent Microsoft Excel skills and use of accounting packages
- Knowledge of Sage Intacct is preferable
- Qualified / part qualified ACCA/ICAS/CIMA

Personal Qualities

- A motivated finance professional with an eye for detail and a passion for adding value
- Self-motivated with a proven ability to work in a team
- Excellent communication skills
- Ability to meet deadlines
- Trustworthy and honest
- Organised

How to Apply

Please send your CV and a short statement of why you are interested in the role to: hello@kidsor.org. Please put **Accountant** as the subject.

Closing date: Monday 27th June at 5pm.

Please note in line with GDPR, all personal documents (CV's, Cover Letters, etc.) are deleted and destroyed as soon as the applicable position has been filled.

