



## *Role Description*

**Role Title:** Operations Associate

**Duration:** Permanent

**Reports to:** Head of Business Operations & Finance

**Location:** London or Brighton, UK

### **Background to MedAccess**

MedAccess is a UK-based social finance company with a mission to improve access to more effective and affordable health products in under-served markets, mainly in Africa and South Asia.

At MedAccess we envisage a world where everyone can access the medicines and products they need to lead healthy lives. To support this vision, we offer financial guarantees that reduce commercial risks for businesses, thereby enabling them to lower their pricing and invest more aggressively in rolling out important new products. In this way, vaccines, medicines, diagnostic tests and medical devices can reach patients sooner than existing market forces would allow.

MedAccess is not a charity; it is a business with a social purpose. It is the world's first specialist vehicle designed to deliver health financing guarantees with speed, scale and professionalism. Founded in 2017 with initial capital of \$200 million from the CDC Group, MedAccess has a not-for-profit mandate to preserve capital and reinvest any surpluses to maximise positive health impacts. Our specialist staff have been selected to combine expertise in global health with rigorous financial skills and commercial acumen, underpinning the MedAccess ambition to achieve transformative impact with high levels of professionalism. MedAccess places a high priority on collaborative partnerships, particularly with global health organisations such as Unitaid, CHAI, Gavi, WHO, and the Global Fund.

MedAccess is a UK company governed by an independent board. MedAccess' parent company, CDC Group, is the world's oldest development finance institution, with 70 years of experience investing in businesses in Africa and Asia. It is wholly owned by the UK Government's Department for International Development (DFID) and plays a key role in DFID's private sector strategy to alleviate poverty.

We look for team members who share our values and who aspire to work with us at our best:

- We are mission-driven: We are hungry for transformative change; impact motivates every decision we make
- We build trust: we invest in relationships; we assume positive intent and are the first to extend trust
- We are transparent and accountable: we measure performance, embrace scrutiny, and take time to learn from our mistakes
- We are humble: we focus on team over self and are quick to point out the contributions of others
- We are relentless about rigour: we embrace high standards in evidence, analysis, and execution

For further information on MedAccess, please see our website: [www.medaccess.org](http://www.medaccess.org)

## **The Role**

MedAccess is expanding its operations team and intends to recruit a versatile and ambitious professional motivated to work in a financial services organisation which aims to improve the health and lives of others, and who will share that mission. This role will support the Head of Business Operations and Finance and the Head of External Relations. The nature of this role is broad in scope and will assist with key corporate functions including policy development, accounting and finance including treasury management, contract and document management, and communications.

The role will require a versatile candidate with a broad skills base. MedAccess is a start-up organisation with fewer than 20 employees. Due to the nature of a start-up, it is essential that the candidate is highly flexible, proactive, happy to work in a close-knit team and willing to get involved in a range of business activities. The position reports to the Head of Business Operations and Finance and will work closely with the Head of External Relations.

### **Key Responsibilities**

#### **Policies:**

- Leading on the development of policy standards aligned with MedAccess's strategy and values drafting, reviewing, researching, updating and advising on policies and procedures
- Tracking any new legislation, regulations, best practices or issues that may affect the MedAccess business
- Procuring and liaising with external advisors and lawyers on aspects of law and best practice affecting the company's policies
- Communication of policies to staff and stakeholders and helping develop and support associated training

#### **Finance & Treasury:**

- Providing support to Head of Business Operations and Finance on financial management and reporting as necessary
- Providing support for expense management and approval and for monthly operations expense tracking
- Actively monitoring operating bank accounts and custody accounts (managed portfolio) and liaising with the company's outsourced finance team at CDC (parent company) as appropriate
- Reviewing monthly treasury portfolio transaction and performance reports, and checking the same compliance with investment guidelines
- Managing and maintaining financial controls treasury and cashflow management procedures
- Regular liaison with treasury portfolio investment manager (fixed income) and custodian
- Invoicing and revenue collection

#### **HR:**

- Providing support for HR systems and processes

#### **Legal:**

- Management of documentation storage, retention and destruction
- Assistance with responses to all regulatory and compliance requests
- Management and maintenance of company databases
- Management of external legal panel
- Liaison with external legal advisors and shareholder's legal department

#### **Other:**

- Providing support on IT systems and processes
- Potential support for fundraising activities
- Preparing reports and answering shareholder requests
- Ad-hoc research and data analysis as needed
- Culture development and promotion

## **Additional Responsibilities**

### **Communications:**

- Maintaining and updating external communications channels
- Tracking Global Health policy issues and drafting issue updates
- Support on internal communications and brand asset management
- Assistance with the management and dissemination of social media output

## **The Candidate**

### **Technical skills**

- Ability to learn quickly, synthesise complex and possibly limited data sets succinctly in order to support team decision making
- Good analytical skills and strong attention to detail when preparing reports and analysing data
- Advanced Office, Word, Excel and PowerPoint skills
- Ability to use social media tools
- Ability to prepare and present concise oral and written reports
- Demonstrates and promotes good understanding of MedAccess' mission
- Finance and treasury, budget or cashflow management experience beneficial

### **Personal skills**

- Growth mindset: Personal desire and interest to learn new things and explore new challenges
- Team working: A strong collaborator with an ability to work across the organisation and manage multiple workstreams concurrently
- Highly flexible and proactive: Proven ability to work in a small team and get involved in a range of activities
- Professionalism: Seeks responsibility and holds themselves accountable for delivering high quality work, always maintains a professional demeanour
- Demonstrable alignment with MedAccess mandate, mission and values

## **Application**

Position opened: 11<sup>th</sup> March 2020

Position closes: 10<sup>th</sup> April 2020

Salary: Competitive

Please apply via:

[Operations Associate application](#)