

Job Description

Ummah Welfare Trust | +44 (0)1204 661 030



Reg. Charity No. 1000851

ROLE	Finance Assistant
STATUS	Full-time (based at the head office in Bolton)
HOURS	37.5 hours/week
RESPONSIBLE TO	Finance Manager
SALARY	<i>Negotiable depending on experience</i>

THE ROLE

Ummah Welfare Trust requires an organised Finance Assistant with a keen eye for detail to support the finance department's day to day activities. As an assistant you will provide professional, financial and administration support to the Finance Manager and other staff at the head office.

MAIN DUTIES

- Work with the Finance Manager to help manage financial records.
- Support the Finance Manager by inputting into sales and purchase ledgers from source documents.
- Input accounting data into the accounting system with speed and accuracy.
- Ensure that all income is correctly recorded and reconciled.
- Help facilitate and carry out reconciliation of all ledgers and bank accounts on a monthly basis.
- Ensure all transactions are in line with UWT requirements.
- Support other departments on financial requirements of their operations.
- Run year end procedures and help prepare all reports relating to accounts.
- Help bank donations.
- Monitor bank accounts daily and reconcile statements every month.
- Prepare uploads of income stream to a bespoke database called Progress.
- Arrange payments to suppliers and partners.
- Plan, organise and manage your workload to ensure the charity's monthly financial reporting process is achieved in a timely and accurate manner.
- Prepare routine correspondence as required by the Finance Manager.
- Maintain Ummah Welfare Trust's database as the main reference for information on donations, charitable and administration expenditures.
- Assist staff with routine finance tasks as well as mail outs, collating monitoring information, etc.

PERSON SPECIFICATION

- Have a good standard of education with relevant financial qualifications and/or experience.
- Experience of inputting data using in-computer spread sheets or databases.
- Proficiency in the use of MS Office and computerised accounting software (preferably Sage).
- Basic understanding of accounting processes and procedures
- Ability to work under pressure to produce reports under targets and deadlines
- Have excellent communication and work effectively as part of a team.

This post is subject to a Disclosure and Barring Service (DBS) check.

To apply for this role, email your CV and Covering Letter to vacancies@uwt.org. The closing date for applications is **28th February 2020** although the position may close sooner if the right candidate is found.