

Job Description

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



Reg. Charity No. 1000851

Post: Finance Assistant

Status: Full-Time (based at the UWT Head office in Bolton)

Hours: 37.5 hours/week

Responsible to: Finance Manager

Salary: £16,000 to £20,000 dependent upon experience

Ummah Welfare Trust (UWT) is one of the largest Muslim charities in the UK. The charity operates in 20 countries around the world, alleviating poverty and suffering where it can. Considering the growing need for assistance to the poor and vulnerable and the increasing scope for charitable work, Ummah Welfare Trust requires a Finance Assistant who will help with the Finance Department's day to day activities, help promote the charity aims and supplement its future growth.

As Finance Assistant you will provide professional, financial and administration support to the Finance Manager and other staff, particularly at the head office.

FINANCE DUTIES

- Working 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.
- Running year end procedures and prepare all reports relating to accounts.
- Preparing banking in case of any absences.
- Monitor bank accounts every day and reconcile statements monthly.
- Preparing relevant uploads of income to our database, Progress
- Payment to suppliers and partners as and when required.
- Plan, organise and manage own workload to ensure your contribution to the company's monthly financial reporting process is achieved in a timely and accurate manner.
- Other analysis work to be done as and when required by finance manager.

ADMINISTRATION DUTIES

- Provide admin support and associated tasks; prepare routine correspondence as required by the Finance Manager.
- Maintain UWT's database as the main reference for information on donations, charitable and administration expenditures.
- Assist UWT staff with routine finance tasks as well as mail outs, collating monitoring information etc.
- Communicating effectively with Senior Managers/staffs, suppliers, funding bodies/payment departments and staff.

GENERAL DUTIES

- Attend supervision sessions and staff meetings.
- Carry out occasional other duties as agreed within supervision to develop the aims of the organisation.
- Undertake such personal training as may be required to keep up to date.
- To have a collaborative and flexible approach to work undertaken by UWT.
- Dealing with donor/supplier queries effectively via email or by telephone.
- To undertake any other duties as prescribed by the organisation or the Finance Manager including attending events.

PERSON SPECIFICATION

QUALIFICATIONS

- Educated to degree level or equivalent
- Meticulous with excellent attention to detail

EXPERIENCE

- Experience of providing good customer services.
- Experience of inputting data using in computer spread sheets or databases.
- Experience in bookkeeping

SKILLS, KNOWLEDGE & ABILITIES

- Proficiency in the use of MS Office and computerised accounting software.
- Basic understanding of accounting processes and procedures
- Ability to work under pressure and meet targets and deadlines
- Ability to produce reports.
- Able to work effectively as part of a team.
- Ability to work with limited supervision.
- Ability to prioritise work and meet deadlines.
- Excellent telephone oral and written communication skills.

DESIRABLE

- Willing to be flexible and work according to the demand

To apply for this role, please email your CV and Covering Letter to vacancies@uwt.org. You can also email for further information.

The closing date for applications is Friday 28th August 2020 although the position may close sooner if the right candidate is found.