

ROLE	Head of Finance
STATUS	Full-time
HOURS	40 hours/week
RESPONSIBLE TO	Board of Trustees
SALARY	£45,000 per annum (depending on experience)

KEY DUTIES

- To provide strategic leadership to the Finance function building and developing a robust finance function. This will be achieved by leading on continuous improvement, addressing systems and delivering insightful reporting to support the growth Ummah Welfare Trust anticipates.
- This role requires a collaborative approach and a team player, who can work with all departments of the business forming strong internal relationships based on their shared vision to improve lives of those who are less fortunate.
- An integral member of the Senior Management team supporting on providing an excellent service across Ummah Welfare Trust.
- Required to be the lead on; Finance, IT and Payroll and helping develop successful teams in respective areas.
- Responsible for implementing the strategic direction and to prioritise the financial sustainability of Ummah Welfare Trust.
- Work with the board of trustees to effectively develop the future strategy, plan, challenge and monitor as required.
- Ensure the operational and financial accountability of Ummah welfare Trust through accounting and financial systems controls.

DAY TO DAY FUNCTIONS

- Monitor the financial performance of the charity and its trading subsidiary.
- Prepare, review, implement, reposition and monitor the organisational budgets.
- Perform regular finance business partnering with appropriate budget holders and/or members of the senior management team.
- Prepare comprehensive monthly management accounts for the trustees.
- Present financial position, financial performance and other appropriate items to the Trustees at their monthly governance meetings.
- Prepare annual consolidated group and trading subsidiary statutory accounts, notes to the accounts and annual reports. Principal liaison with appointed statutory auditors and with HM Revenue & Customs. Payroll and Workplace Pensions.
- Perform, attest and submit VAT and Gift Aid returns for the charity and VAT returns for its trading subsidiary. Further develop strategies for VAT and Gift Aid.

- Implement and further develop efficient processes, systems and controls for the finance function and wider functions as appropriate.
- Oversee the charity's charitable expenditure inventory and oversee administration of charitable expenditure.
- Oversee effective treasury management of the charity.
- Oversee the charity's principal risk inventory.

THE SUCCESSFUL CANDIDATE

- A qualified accountant.
- Educated to degree level or equivalent.
- Meticulous with excellent attention to detail.
- An effective communicator who is able to build and sustain positive relationships with trustees, businesses, partners, regulators, funders and other stakeholders,

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

To apply for this role, please email your CV and Covering Letter to vacancies@uwt.org. The closing date for applications is **18th December 2020**, although the position may close sooner if the right candidate is found.