

Job Description

Post:	Finance Manager
Based:	UWT Head office in Bolton
Hours:	Full time
Responsible to:	Director of Finance
Salary:	£38,000-£42,000pa

Ummah Welfare Trust (UWT) is one of the largest Muslim charities in the UK. The charity operates in 25 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, UWT is currently recruiting for a Finance Manager to assist with the day to day running of the finance team. Reporting to the Head of Finance you will ensure good financial governance of the charity's finances and work to help implement UWT's financial strategy.

Responsibilities (but not limited to):

- Support the continued growth of Ummah Welfare Trust by forming excellent working relationships and working closely with the Senior Leadership Team.
- Manage all finance and accounting operations and the day to day running of the Finance Department ensuring all key deliverables are met.
- Overseeing accounting procedures and preparing management accounts, cash flow forecasting, forecasts and budgets.
- Producing monthly management accounts including all reconciliations.
- Producing monthly commentary across all departmental profit & loss accounts and balance sheet.
- Analysing financial performance, reporting on variances.
- Evaluating the Charity's performance using key data, involvement in setting up new KPI's and processes.
- Coordinate and direct the preparation of budgets and regular forecasts, ensuring cost effective and relevant resources are in place to deliver operationally and strategically, with robust and rigorous monitoring of the budgets on a monthly basis which should include face to face meetings with the budget holders.

- Ensure quality control over financial transactions and financial reporting,
- Involvement in process improvement and implementation to streamline efficiencies.
- Addressing internal and external audit request, managing internal controls to support financial statement audit process
- Help build, lead and motivate a high performing team, creating space for direct reports and talent to develop and facilitate succession planning.
- Manage the day-to-day relationship with the bank, payment providers and other relevant parties.
- Collaborate in our planning for greater impact within a robust financial framework with sustainable administrative expenditure to help maintain 100% Donations Policy
- Align the commercial departments with the set objectives of the charity, improve internal reporting and create better strategies to enhance profitability of the commercial departments.
- Help develop the treasury function of the charity to minimise the exposure of the charity to currency risk and maximise its credit risk vis-a vis deposits as well as creating and maintaining good banking relationships.
- Conduct periodic inspections of departments to ensure compliance with internal processes and controls.
- Ensure regulatory compliance and submissions/filings to the Charity Commission, HMRC and other regulators.
- Working with the fundraising teams to make sure we are making the most of the fundraising platforms and look after all liaison with HMRC, including maximisation of Gift Aid.
- International travel may be required.
- Support, as and when required and as directed by the Director of Finance, the programmes finance elements of the charity's work.

About you:

- Qualified Accountant (ACA, ACCA, CIMA, or equivalent) with previous experience of leading the finance function of an SME business where you have report to / worked with a founder / owner.
- Non-profit sector exposure highly beneficial.
- Strong reporting experience with an analytical, problem solving mindset along with a natural orientation towards improving systems, processes to drive efficiency and productivity.
- Strategic thinker with strong stakeholder management and leadership experience.
- Detail and compliance orientated, used to working to tight deadlines.

- Ability to influence across the organisation and communicate with non-finance stakeholders effectively along with working well in a team environment.
- Experienced and highly proficient in the use of financial packages, MS office and other related IT systems in the modern workplace.

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 **24th June 2022**, although the position may close sooner if the right candidate is found.

For an informal chat about the role contact Khalid Patel on 01204 661030.