

Job Description

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



Reg. Charity No. 1000851

ROLE	Regional Programmes Finance Officer – Middle East Region
STATUS	Full-time (based at the Bolton head office)
HOURS	37.5 hours/week
RESPONSIBLE TO	Regional Manager
SALARY	£23,000 – £28,000 per annum (dependent on experience)

THE ORGANISATION

Established in 2001, Ummah Welfare Trust is a UK-based international relief and development charity. Inspired by the Islamic teachings of empathy, generosity and selflessness, the trust aims to alleviate poverty and suffering across the world, and also ensuring that the rights of those who are neglected and oppressed are fulfilled by providing sustainable development solutions relating to shelter, education, health, and spiritual wellbeing.

Knowing that we are all ultimately accountable to the Almighty, the charity strives to maintain transparency and accountability, and as such the charity also has a full and transparent audit trail from the donor to the beneficiary.

To find out more about the organisation please visit our website on: <https://uwt.org/>

THE ROLE

As a team member of the Middle East Regional Programs Desk, you will support the Regional Desks Manager (RDM) to understand and control the charitable expenditure for all programmes and projects within the region.

MAIN DUTIES

Support the Middle East RDM to:

- Verify and agree the programme and project budgets that are prepared and proposed by the Programme Officers
- Verify and conduct sample checks on projects costs (i.e. quotes, invoices for materials and labour etc.) to ensure that UWT achieve value for money
- Review all charitable expenditure payments before they are made to confirm that correct sums are being paid against the approved sums, previous payments and the payment schedule
- Monitor and reconcile the actual expenditure for all programmes and projects within the region during and after completion
- Produce monthly financial reports for the Programmes Finance Manager providing explanations on variances against the budget and proposed remedial actions
- Revise quarterly budgets to reflect the financial delivery for all programmes and projects to achieve controlled and efficient expenditure
- Conduct overseas field visits to help create financial management systems for UWT's partner organizations (POs)
- Monitor and provide timely supervision/guidance to POs staff on the implementation of the financial systems;
- Undertake annual financial audits of completed programmes and projects; and
- Maintain programme and project audit and expenditure files for the region by keeping a record of all payments sent out

PERSON SPECIFICATION

CATEGORY	CRITERIA	REQUIREMENT
Qualifications	Part-Qualified or currently studying a recognised accounting qualification (i.e. ACA, ACCA, CIMA, AAT etc.)	Essential
Experience	Demonstrable experience of budgeting, monitoring expenditure, preparing financial reports	Essential
	Experience of administering financial control of multiple projects / accounts simultaneously, whilst maintain a keen eye for financial details	Essential
	Experience of working in a fast-paced environment and working to multiple deadlines	Essential
	Experience of project management	Desirable
Skills / Abilities	A proactive self-starter - the ability to take initiative and work independently is paramount.	Essential
	Proven high level skills in MS Office packages, particularly Excel	Essential
	Excellent written and verbal English	Essential
	Willing and able to undertake a minimum of 3 international trips of at least 2 weeks each	Desirable
	Strong report writing skills	Desirable
	Strong negotiation and inter-personal skills with the ability to remain calm whilst dealing with key partners/stakeholders with conflicting priorities	Desirable
Knowledge and understanding	Working knowledge of Arabic & Turkish languages	Desirable
	Demonstrable knowledge and experience of the humanitarian and non-profit policy sector	Desirable
Other	Personal conduct and delivery of work should comply with the values and culture of Ummah Welfare Trust	Essential
	The ability to occasionally adapt working hours to meet the requirements of the organisation.	Essential
	Hold a valid UK driving license and have full access to your own car.	Desirable

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

The closing date for applications is **28th February 2023**, although the position may close sooner if the right candidate is found.

To apply for this role, please email your CV and Covering Letter to vacancies@uwt.org

Please ensure that you **address how you satisfy each of the criteria in the person specification in your covering letter.**

For more information or discussion about the role please contact: 01204 661048