

# Job Description

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



Reg. Charity No. 1000851

<b>ROLE</b>	<b>Finance Manager</b>
<b>STATUS</b>	<b>Full-time (based at the Bolton head office)</b>
<b>HOURS</b>	<b>40 hours/week</b>
<b>RESPONSIBLE TO</b>	<b>Chief Operations Officer</b>
<b>SALARY</b>	<b>£38,000 - £45,000 per annum (dependent on experience)</b>

## 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

UWT are looking for a dynamic Finance Manager to manage the charity's Finance department. This is a key role within the organisation.

The successful candidate will ensure that the charity's income, donations and assets are used to ultimately optimise value for our beneficiaries, whilst also ensuring that our financial activities, operations and controls safeguard the long terms interests of the charity.

## OVERALL RESPONSIBILITIES

The Finance Manager will have overall responsibility for the following areas:

- Financial planning;
- Financial operations;
- Financial controls; and
- Financial analysis, monitoring and reporting

### Financial Planning:

- Support the continued growth of Ummah Welfare Trust by forming excellent working relationships and working closely with the Senior Leadership Team and external stakeholders;
- Coordinate and direct the preparation of budgets and regular forecasts, ensuring cost effective and relevant resources are in place to deliver operationally and strategically;
- Collaborate in our planning for greater impact within a robust financial framework with sustainable administrative expenditure to help maintain 100% Donations Policy;
- Help build, lead and motivate a high performing team, creating space for direct reports and talent to develop and facilitate succession planning; and
- To inform and advise the C-suite and Trustees on key financial matters to enable them to make informed important decisions.

**Financial operations:**

- Manage the finance team to deliver all of the finance and accounting operations and the day to day running of the Finance Department.

**Financial Controls:**

- Ensure that all financial policies and procedures comply with the relevant national and international legislation, standards and requirements whilst being tailored to the organisations needs and processes;
- Improve procedures and controls to tighten financial compliance, risk mitigation and streamline efficiencies;
- Continually identify risks to delivery, propose solutions where necessary and effectively manage stakeholder expectations throughout;
- 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;
- To establish and nurture positive working relationships with key external stakeholders – especially the banks, payment providers, money transfer companies, security companies and other relevant parties;
- Managing an end-to-end audit process of current systems – while acting as the first point of contact for external auditors; and
- Drive the continuous improvement of end-to-end accounting practices

**Financial monitoring and reporting:**

- Evaluating the Charity's financial performance using key data, involvement in setting up new KPI's and processes;
- Implement robust and rigorous monitoring of the budgets on a monthly basis which should include face to face meetings with the budget holders;
- Provide accurate information and analysis of financial performance for the Board of Trustees to enable effective strategic decision making;
- Preparation of accurate financial information and monitoring for the monthly results and reports, including cashflow analysis of actual against; budgeted, previous month and previous year; and
- Working closely with the auditors, finance team and senior managers to ensure that the annual audit and reports are completed accurately and filed on time.

The above duties and responsibilities are not exhaustive. The successful candidate will also carry out other responsibilities and duties that are commensurate to this role.

## PERSON SPECIFICATION

CATEGORY	CRITERIA	REQUIREMENT
<b>Qualifications</b>	Qualified Accountant (ACA/ACCA/CIMA or equivalent)	Essential
<b>Experience</b>	Experience of leading the finance function of an SME business where you have report to / worked with a founder / owner	Essential
	Experience of presenting financial information to a non-financial audience and being comfortable with dealing with all levels of the organisation including trustees	Essential
	Experience of developing budgets and financial planning	Essential
	Advanced skills in using accounting systems like Sage and writing reports, and very competent in MS Excel	Essential
	Experience of developing standards, financial systems, procedures and internal controls	Essential
	Experience of gathering, analysing and organising complex data and statistics for the purposes of preparing reports to inform key decision making	Essential
	Experience of overseeing and contributing to an annual audit	Essential
<b>Skills / Abilities</b>	Experience of line management of staff	Essential
	Skilled in handling a busy workload, multi-tasking, managing conflicting priorities and meeting deadlines in a fast-paced and pressured environment	Essential
	Strong reporting experience with an analytical, problem solving mindset along with a natural orientation towards improving systems, processes to drive efficiency and productivity.	Essential
	Positive attitude when working individually and with others, with an adaptable and flexible working style	Essential
	Strategic thinker with a proven ability to develop strong working relationships with influential internal and external stakeholders	Essential
	Detail and compliance orientated, used to working to tight deadlines	Essential
	Experienced and highly proficient in the use of financial packages, MS office and other related IT systems in the modern workplace	Essential
<b>Knowledge and understanding</b>	Able to demonstrate and apply knowledge and understanding of legislation affecting charities, companies and workplaces, including charity and company law, employment law, data protection legislation and equalities legislation	Desirable
	Demonstrable knowledge and experience of the humanitarian and non-profit policy sector	Desirable
<b>Other</b>	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

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

The closing date for applications is **28<sup>th</sup> 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](mailto:vacancies@uwt.org)

Please ensure that you **address how you satisfy each of the criteria in the person specification in your covering letter**. Applications without a cover letter will not be considered.

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