

Job Description

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



Reg. Charity No. 1000851

ROLE	Finance Officer
STATUS	Full-time (based at the Bolton head office)
HOURS	37.5 hours/week
RESPONSIBLE TO	Finance Manager
SALARY	£23,000 - £25,000 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

UWT are looking for a dynamic Finance Officer to administer several areas of work within the Finance Department's operations.

The ideal candidate will have experience of managing accounting activities including budget preparations, including bank reconciliations, accounts payable and accounts receivable, invoices and audits. They will also have strong organizational skills and be able to handle time-sensitive tasks.

OVERALL RESPONSIBILITIES

The Finance officer will for the following areas:

- Monthly financials
- Board pack
- Bank reconciliations & analysis
- Gift Aid & VAT returns

Monthly Financials

- Preparing the draft performance report including updating the charities overall income & expenditure and analysing this by department
- Preparing the balance sheet including updating monthly movements in debtors/creditor figures
- Working on the overall admin expenditure file
- Managing the prepayment and accrual schedule and making changes where necessary
- Updating the fixed asset register, depreciation, net book values and carried forward amounts
- Allocating capital expenditure appropriately
- Consolidating information received of all donated goods & services summary for the month
- Writing out an executive summary relating to key information from the month

Board Pack

Creating the monthly board pack which provides detailed narrative, explanations and visual presentations of the figures within the financial reports:

- increases and decreases in income and expenditure
- variance analysis against budgeted performance
- compare performance between time periods
- detailed analysis of overall donation figures
- performance KPIs

Bank reconciliation & analysis

- Check payments against invoices, payment run and PO record to ensure consistency
- Categorise transactions and allocate appropriately
- Check for duplicate payments and challenge unknown payments
- Calculate and add VAT to transactions where required
- Ensure year to date position is correct including bank balance and allocations
- Perform month end reconciliation on all transactions per department
- Reconcile bank transactions to the performance report

Gift Aid & VAT returns

- Prepare quarterly VAT return for review and submission
- Prepare monthly Gift Aid for review and submission

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

<i>CATEGORY</i>	<i>CRITERIA</i>	<i>REQUIREMENT</i>
Qualifications	Part qualified accountant or BSc degree in Finance, Accounting or Economics (or equivalent)	Essential
Experience	Proven work experience as a Finance Officer or similar role	Essential
	Experience of preparing financial information and reports to a non-financial audience to assist informed decision making	Essential
	Experience of carrying management accounting duties (i.e. developing budgets, analysing cashflow and financial performance, bank reconciliations etc.)	Essential
	Experience of contributing to an annual audit	Desirable
Skills / Abilities	Skilled in handling a busy workload, multi-tasking, managing conflicting priorities and meeting deadlines in a fast-paced and pressured environment	Essential
	Positive attitude when working individually and with others, with an adaptable and flexible working style	Essential
	Advanced skills in MS Excel	Essential
	Skilled in using financial software and accounting systems like Sage etc.	Desirable
Knowledge and understanding	Strong knowledge of financial and accounting procedures	Essential
	Sound knowledge of financial regulations	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

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

The closing date for applications is **31st March 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**. Applications without a cover letter will not be considered.

For more information or discussion about the role please contact: 01204 661049