

# Job Description

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



Reg. Charity No. 1000851

<b>ROLE</b>	<b>Finance Temp Staff x 2</b>
<b>STATUS</b>	<b>Fixed Term: Ramadhan 2023 – Bolton Head Office</b>
<b>HOURS</b>	<b>Mon – Friday 9am-5.30pm (hours may vary)</b>
<b>RESPONSIBLE TO</b>	<b>Finance Manager</b>
<b>SALARY</b>	<b>National Living Wage</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 Finance Temp staff to support in several day-to-day tasks across the Finance Department.

## OVERALL RESPONSIBILITIES

The finance assistant will have the following responsibilities:

- Ensure that all financial queries are dealt with in an efficient and timely manner.
- Prepare routine correspondence as required by the Finance Manager.
- Ensure that all donations are correctly recorded and reconciled.
- Ensure all transactions are in line with UWT requirements.
- Provide admin support and associated tasks.

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>
<b>Qualifications</b>	A-C grade in GCSE Maths or equivalent financial qualification	Essential
<b>Experience</b>	Previous experience in a similar finance role	Desirable
<b>Skills / Abilities</b>	Self-motivated and a fast learner	Essential
	Skilled in handling a busy workload, multi-tasking, and a positive attitude when working	Essential
	Strong skills in MS Excel	Essential
<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 **10<sup>th</sup> 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](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 661049