

Job Description

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



Reg. Charity No. 1000851

ROLE	Finance Assistant
STATUS	Full-time (based at the Bolton head office)
HOURS	37.5 hours/week
RESPONSIBLE TO	Finance Manager
SALARY	£20,500 - £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 Assistant to administer several areas of work within the Finance Department's operations.

The ideal candidate will provide professional, financial and administration support to the Finance Manager and other staff, particularly at the head office.

FINANCE DUTIES

- Working with the Finance Manager to help manage financial records.
- Support the Finance Manager by inputting into sales and purchase ledgers from source documents.
- Input accounting data into the accounting system with speed and accuracy.
- Ensure that all income is correctly recorded and reconciled.
- Help facilitate and carry out reconciliation of all ledgers and bank accounts on a monthly basis.
- Ensure all transactions are in line with UWT requirements.
- Support other departments on financial requirements of their operations.
- Running year end procedures and prepare all reports relating to accounts.
- Preparing banking in case of any absences.
- Monitor bank accounts every day and reconcile statements monthly.
- Preparing relevant uploads of income to our database, Progress
- Payment to suppliers and partners as and when required.
- Plan, organise and manage own workload to ensure your contribution to the company's monthly financial reporting process is achieved in a timely and accurate manner.
- Other analysis work to be done as and when required by finance manager.

ADMINISTRATION DUTIES

- Provide admin support and associated tasks; prepare routine correspondence as required by the Finance Manager.
- Maintain UWT's database as the main reference for information on donations, charitable and administration expenditures.
- Assist UWT staff with routine finance tasks as well as mail outs, collating monitoring information etc.
- Communicating effectively with Senior Managers/staffs, suppliers, funding bodies/payment departments and staff.

GENERAL DUTIES

- Attend supervision sessions and staff meetings.
- Carry out occasional other duties as agreed within supervision to develop the aims of the organisation.
- Undertake such personal training as may be required to keep up to date.
- To have a collaborative and flexible approach to work undertaken by UWT.
- Dealing with donor/supplier queries effectively via email or by telephone.
- To undertake any other duties as prescribed by the organisation or the Finance Manager including attending events.

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	Experience of providing good customer services.	Essential
	Experience of inputting data using in computer spreadsheets or databases.	Essential
	Experience in bookkeeping	Essential
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
	Ability to contribute in the preparation of reports	Essential
	Proficient in MS Office especially MS Excel	Essential
	Skilled in using financial software and accounting systems like Sage etc.	Desirable
Knowledge and understanding	Basic knowledge and understanding of financial and accounting procedures	Essential
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 **1st April 2024**, 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