

# Job Description

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



Reg. Charity No. 1000851

<b>ROLE</b>	<b>Procurement Officer</b>
<b>STATUS</b>	<b>Full-time</b> (based at the Bolton head office)
<b>HOURS</b>	<b>37.5 hours/week</b>
<b>RESPONSIBLE TO</b>	<b>Finance Manager</b>
<b>SALARY</b>	<b>£25,000 - £28,000 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 Procurement Officer to administer the charity's purchases and creditors. The ideal candidate will be responsible to process the purchase orders and perform bookkeeping of all of the charity's purchase expenditures. He will process purchase orders, invoices and expenses, inventory, assist with cash management and bank reconciliation as part of the finance team. Accuracy and attention to detail will be key for this role.

## OVERALL RESPONSIBILITIES

The Procurement Officer will be responsible for:

- Being the UWT point of contact for all the suppliers and all UWT departments to process the procurement function.
- Receive and process internal purchase requests, source competitive quotes, conduct supplier evaluations, and ensure timely delivery.
- Maintain a comprehensive supplier and services database with accurate purchasing records.
- Negotiate with vendors to achieve optimal pricing and service while ensuring compliance with quality standards.
- Introduce ways to bring efficiency in the existing procurement process.
- Support efficient procurement processes, including the planning and coordination of international bulk orders.
- Utilise the FinOps module in Access Financials to manage procurement processes and workflows, ensuring full system utilisation across the Procurement division.
- Drive automation and continuous improvement of procurement procedures using FinOps, increasing accuracy, speed, and transparency.
- Process, validate, and record purchase invoices in line with internal procedures.
- Post and reconcile petty cash transactions and staff/company expenses.
- Investigate and resolve supplier and ledger queries.
- Reconcile supplier statements and maintain accurate vendor account details.
- Support the finance team with financial reporting, bank reconciliation, and VAT submissions.

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>	Studied up to AAT passed finalist or equivalent	Essential
<b>Experience</b>	<b>Sourcing &amp; Supplier Management:</b> 1-5 years of experience: Identifying and evaluating potential suppliers, negotiating contracts, and managing vendor relationships to ensure a reliable supply chain	Essential
	<b>Cost Management:</b> 1-5 years of experience: Analysing costs, negotiating favourable terms, and identifying opportunities for cost reduction.	Essential
	<b>Quality Assurance:</b> 1-5 years' experience: Ensuring that procured goods and services meet the required quality standards	Essential
	<b>Process Management:</b> 1-5 years' experience: Overseeing the entire procurement process, from requisition to purchase order to delivery, and maintaining accurate records.	Essential
	<b>Compliance:</b> 1-5 years' experience: Ensuring adherence to company policies and relevant regulations.	Essential
	<b>ERP Experience:</b> Experience with FinOps modules in Access Financials or other ERP systems	Desirable
<b>Skills / Abilities</b>	<b>Attention to Detail:</b> Ensuring accuracy in procurement records and documentation.	Essential
	<b>Negotiation Skills:</b> Effectively negotiating contracts and agreements with suppliers.	Essential
	<b>Communication Skills:</b> Clearly communicating with suppliers, internal stakeholders, and team members.	Essential
	<b>Analytical Skills:</b> Analyzing data, identifying trends, and making informed decisions.	Essential
	<b>Work Load Management:</b> Skilled in handling a busy workload, multi-tasking, managing conflicting priorities and meeting deadlines in a fast-paced and pressured environment	Essential
	<b>Working Style:</b> Positive attitude when working individually and with others, with an adaptable and flexible working style	Essential
	Competency in using Access Financials or familiarity with any other financial software	Desirable
	Advanced skills in MS Excel	Essential
<b>Knowledge and understanding</b>	Strong knowledge of financial and accounting procedures	Essential
	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
	Track record of punctuality, contingency planning, negotiation, cost saving, and passion to serve the humanity	Essential
	The ability to occasionally adapt working hours to meet the requirements of the organisation.	Essential

## WHAT WE OFFER



28 DAYS ANNUAL LEAVE +  
ADDITIONAL LEAVE



FLEXIBLE START AND FINISH TIMES



SHARIA COMPLIANT PENSION  
SCHEME



SALARY SACRIFICE EV SCHEME



FUEL ALLOWANCE



ENHANCED PATERNITY PAY



PRAYER WITH CONGREGATION



EDUCATION SUPPORT SCHEME



CASUAL DRESS



ON SITE CAR PARKING



FIELD VISITS

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

The closing date for applications is **15<sup>th</sup> July, 2025**, 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