

Da'watul Islam UK & Eire

Darul Ummah 56 Bigland Street London E1 2ND Tel: 020 7 790 5166 Fax: 020 7 790 2005
www.dawatul-islam.org.uk email: info@dawatul-islam.org.uk

Vacancy for a part-time Finance Officer.

Salary: £19,000 – £22,000 pro rata based on 2.5 days & depending on experience.

Application Deadline: 31st January 2020.

The role:

Dawatul Islam UK & Eire is seeking a skilled and energetic Finance Officer to join our busy charity headquarters.

We are looking for a highly motivated and experienced individual who is capable of working independently and can identify and implement ways of improving working practises and processes. **Candidates must be part qualified/finalist (AAT/CIMA or equivalent) and confident working at this level.** We need a self-starting proactive individual who can go on to develop and adapt the finance function as the charity continues to grow in size and progresses from strength to strength.

The role needs someone fully committed and hands-on, and preferably from a voluntary sector background and can confidently demonstrate the ability to uphold our charity's ethos. As a supportive position to our Central Treasurer and Board of Trustees, this role offers opportunities to assist in several of our charity's key departments and institutions.

The charity has a variety of income streams, comprising of fees, subscriptions, donations and grant funding, but moving to incorporated status, and also wishing to further diversify funding. It now requires a Finance Officer to oversee day to day accounting and financial management of the organisation, reporting to those charged with governance both internally and externally.

The organisation:

Since 1978, Da'watul Islam has worked to bring people together in peace and harmony, nurturing and supporting our families and children, building our schools, centres and community. A faith-based charity and a founding member of the Muslim Council of Britain, our name means 'invitation to peace'. Together we are working towards a more just and peaceful society of equals– and everyone's invited.

To apply:

For more information and to apply please submit a cover letter and CV to info@dawatul-islam.org.uk



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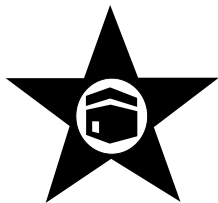
Job title:	Finance Officer.
Department:	DI Central Office.
Reports to:	Central Treasurer.
Job purpose:	<p>To maintain the management accounts and implement financial and accounting controls and processes, having considerable experience of accounting packages and donations, grants or restricted funds management experience.</p> <p>To ensure the charity complies with the Charity SORP and Charity Commission regulations and provide reports to the Board of Trustees so that they can carry out their duties in relation to financial oversight effectively. You will also support organisational growth by contributing to funding bids and the development of biennial business planning.</p> <p>.</p>
Contract:	Permanent.
Salary:	£19,000 – £22,000 depending on experience.
Hours:	18, typically 9am–5pm.
Location:	Darul Ummah, 56 Bigland Street, Shadwell, London E1 2ND.

Key responsibilities.

The responsibilities of the Finance Officer can be broken into the following areas:

Maintaining the financial accounts of the charity, including:

- Day to day accounting system - prime entry and sub-ledgers
- Process invoices for payments, using cheques, on-line banking/BACS
- Maintain fixed assets register
- Balance sheet reconciliations and month end adjustments
- Match invoices to purchase orders and ensure payments are properly authorised
- Ensure payments made are allocated to budgeted spend and apportion costs as required on project/institution/stakeholder basis
- Oversee the coordination of cheque payments and allocation of on-line transactions through the on-line donation systems



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- Prepare and run the payroll, maintain pension contribution records where appropriate, and oversee the timely submission of Gift Aid claims
- Produce monthly management accounts that fairly reflect the financial position of the charity
- Produce updated budgets and forecasts, and variance analyses to monitor the financial position and identify and report funding challenges in a timely fashion.

Financial implementation and management:

- Implementation of an appropriate accounting system and sound finance function
- Produce and present regular financial and written finance reports for the charity's General Purpose & Finance Committee and Board of Trustees
- Prepare year-end accounts in line with regulatory requirements ready for audit
- Prepare budgets and forecasts, and contribute to the development of the charity's Biennial Business Plan
- Update financial modelling as we expand in areas of donations, grants, fees, social investment and other forms of incomes
- Lead on the maintenance of financial elements of the charity's risk register
- Support trustees to ensure that financial policies and procedures framework is adhered to in the charity's financial expenditure and decision making
- Ensure restricted funding is ring-fenced and complies with grant conditions
- Ensure the charity complies with the financial requirements of the Charity Commission.

Additionally, you will:

- Hold responsibility for ensuring sufficient insurances are in place, are valid, and policies are up to date and renewed so that the charity is protected at all times
- Assist with preparing budgets for funding applications
- Lead on procurement and manage the charity's contracts, operating within relevant policy and VFM Principles.

To comply with the charity's general policies and procedures:

- To have responsibility for the Health, Safety and Welfare of self and others and to comply at all times with the requirement of Health and Safety Regulations
- To ensure confidentiality at all times, only releasing confidential information obtained during the course of employment to those acting in an official capacity in accordance with the provisions of the Data Protection Act and its amendments.



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- To work in accordance with the Charity's policy to eliminate unlawful discrimination and promote good race relations and diversity in the workplace. To positively promote, at all times, equality of opportunity in service delivery in accordance with the Charity's policies, to ensure that no person receives less favourable treatment than another on the grounds of sex, marital status, race, religion, creed, colour, nationality, ethnic or national origin, sexual orientation or disability
- Ensure adherence to appropriate protocols and guidance to safeguard the welfare of children, young people or vulnerable adults who use or attend the Charity's projects, institutions or services
- To undertake such duties as may be required from time to time as are consistent with the responsibilities of the position and the needs of the charity.

Additional Training Provided:

As well as general on-the-job training, the successful applicant may will also be required to train for the following key roles and areas of responsibility:

- First Aid Officer
- Fire Warden.

Special Requirements:

The successful candidate will be willing to undergo Disclosure and Barred list check (DBS) plus a range of other recruitment checks.

Person Specification:

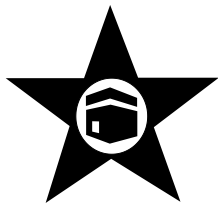
The Finance Officer will be accountable for the provision of relevant and accurate financial information and high quality informed advice to relevant stakeholders.

Qualifications and background:

- Educated to degree level or equivalent higher education qualification
- Minimum of 2 years relevant accounting experience, ideally within the voluntary sector
- Relevant Chartered or Certified accounting qualification (such as CIMA), preferably with 2 years or more post-qualification experience.

Experience and knowledge:

- Experience of producing management accounts through to year end accounts and trial balances, particularly in charity or other voluntary sector accounts
- Comprehensive knowledge of Excel and other relevant modelling and reporting tools
- Knowledge and experience of accounting systems and software
- Track record of delivering accurate information within necessary timescales



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- A sound understanding of grant/donor management and financial requirements of the Charity Commission.

Characteristics and skills:

- Ability to think differently, problem solve and offer helpful, creative solutions in a fast-paced environment
- Strong attention to detail and an investigative nature
- Enhanced analytical skills and capacity to make quick but rational decisions
- Demonstrative ability to work flexibly and cooperatively with a team and a commitment to working in a challenging and demanding work environment
- Reliability and integrity, together with an enthusiastic and positive attitude
- Ability to use initiative, being proactive in seeking to improve systems and processes
- Apply diplomacy and demonstrate resilience in the workplace
- Effective communicator across all levels in an organisation, including the ability to produce high quality, well-written communications in a variety of formats, and the ability to convey complex financial information to a non-financial audience
- Great organisational skills, prioritising work load effectively
- Confident and tenacious in progressing actions and engaging with senior management.

This job description is not an exhaustive document but is a reflection of the current position. Details and emphasis may change in line with service needs after consultation with the post holder.