

## JOB DESCRIPTION | FINANCE OFFICER

<b>Job title:</b>	Finance Officer	<b>Department:</b>	Finance
<b>Salary:</b>	£23,000 - £26,000 Per annum [Depending on Experience]	<b>Location:</b>	Parsons Green, London SW6
<b>Responsible to:</b>	Finance Manager & Senior Finance Officer	<b>Responsible for:</b>	N/A
<b>Contract:</b>	Full Time 40 hours per week; Permanent [subject to Probation Period]; Monday to Friday;	<b>Start Date:</b>	Immediate Start

### Purpose:

To provide timely and accurate financial information and analysis to management, to ensure fiscal responsibility in operations and support achievement of co-op objectives.

To enable the Charity to achieve its objectives by being a professional point of contact and assist in managing the day to day bookkeeping/credit control of the office.

### Main tasks

- To assist running monthly payroll and understand related legislation
- To assist in the production of annual, quarterly & monthly financial reports
- To track bank deposits, payments and international transfers
- To check and process invoice payments
- To assist in tracking donations and process gift aid claims
- To assist in recording, reconciling and maintaining accounts of affiliated charities and private entities and ensure that there is a clear record of financial transactions (income and expenditure) in accordance with organisational and tax authority requirements
- To maintain the Fixed Asset register
- To respond to relevant telephone, post and email enquiries
- To performs general clerical functions (e.g. answering telephone, distributing mail, packages, supplies, scheduling, copying, faxing, etc.) for the purpose of supporting account department.
- To perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## PERSON SPECIFICATION | FINANCE OFFICER

### **Qualification**

- AAT Qualified
- ACCA part Qualified or equivalent (essential)

### **Experience**

- In depth demonstrable accountancy/financial experience (essential)
- Demonstrable experience of using IT based financial management systems (essential)
- Experience of working with budgets (essential)
- Demonstrable experience of undertaking and leading project based assignments (essential)
- Knowledge of charity sector (desirable)
- Previous experience of working in faith-based organisation (desirable)

### **Skills**

- Good communication and interpersonal skills (essential)
- Good organisational and effective time management skills (essential)
- Good ICT skills including software packages e.g. Word and Excel (essential)
- Good in generating reports and report writing skills (desirable)
- Able to demonstrate complex numerical reasoning skills (essential)
- Strong eye for detail (essential)
- Able to work on own initiative and as part of a team and adjust work roles to suit changing service demands (essential)

### **Knowledge**

- In depth knowledge of accountancy principles and practice (essential)
- Knowledge of the Islamic community and sensitivities.(essential)
- Knowledge of the charity/not for profit sector (desirable)

### **Ability**

- Ability to communicate in Arabic (desirable)
- Ability to work in a systematic and methodical manner (essential).
- Ability to adapt quickly to changing deadlines and priorities (essential)
- Ability to work under pressure and work on own initiative (essential)
- Ability to work effectively within a team environment (essential)
- Ability to thrive in a pressurised environment (desirable)
- Self-motivated and able to carry out repetitive work (essential)

### **Commitment**

- Commitment to Trust's mission, visions and values (essential)