



JOB DESCRIPTION | FINANCE OFFICER | AL MUNTADA TRUST

Job title:	FINANCE OFFICER		
Salary:	£22,000 – £24,000 Per annum (Depending on experience)	Location:	Parsons Green, London SW6
Responsible to:	Finance Manager	Responsible for:	N/A
Contract:	-Full Time, 40 hours per week - Permanent [subject to Probation Period] - Monday to Friday	Start Date:	Immediate Start

1. The Role

We are seeking to recruit a Finance Officer to provide timely and accurate financial information and analysis to management.

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

2. Main tasks

- Bookkeeping to profit & loss stage, including:
 - producing sales and VAT invoices & monthly statements
 - updating sales and purchase ledgers
 - credit control (including reduction of backlog of outstanding debtors)
 - bank-statement reconciliation
 - Track bank deposits, payments and international transfers
 - Check, and process invoices for payments
 - Assist in tracking donations and process gift aid claims
 - Assist in running monthly payroll
 - Maintain Fixed Asset register
- The above to be maintained using Sage Line 50 accounting package
- Responding to relevant telephone, post and email enquiries
- Performs general clerical functions (e.g. answering telephone, distributing mail, packages, supplies, scheduling, copying, faxing, etc.) for the purpose of supporting the Finance Department.



PERSON SPECIFICATION | FINANCE OFFICER | AL MUNTADA TRUST

1.	Qualifications and Training	
a.	AAT / ACCA PQ or similar accounting qualifications	Essential
2.	Skills and Experience	
a.	Proven 2 years work experience as a Finance Officer or similar role	Essential
b.	Experience using Sage Line 50 , MS Excel skills, Word & Access	Essential
c.	Previous experience of working in faith-based organisation	Desirable
d.	Good communication/ interpersonal skills/organization and time management	Essential
e.	Knowledge of Charity sector and accounting	Desirable
3.	Ability	
a.	Ability to communicate in Arabic	Desirable
b.	Ability to adapt quickly to changing deadlines and priorities	Essential
c.	Ability to work under pressure and work on own initiative	Essential
d.	Ability to work effectively within a team environment	Essential
4.	Commitment and understanding	
a.	Understanding of the Islamic faith.	Essential
b.	Commitment to the charity sector.	Essential