



## JOB DESCRIPTION | SENIOR FINANCE OFFICER | AL MUNTADA TRUST

<b>Job title:</b>	SENIOR FINANCE OFFICER		
<b>Salary:</b>	£27,000 – £30,000 Per annum (Depending on experience)	<b>Location:</b>	Parsons Green, London SW6
<b>Responsible to:</b>	- Finance Manager - Executive Operations Manager	<b>Responsible for:</b>	- Finance Officer - Bookkeeper
<b>Contract:</b>	- Full Time, 40 hours per week - Permanent [subject to Probation Period] - Monday to Friday	<b>Start Date:</b>	Immediate Start

### 1. The Role

We are seeking to recruit a Senior Finance Officer to provide timely and accurate financial information and analysis to management and to assist in the preparation of the charity annual accounts and collation of annual budgets.

To enable the Charity to achieve its objectives by being a professional point of contact, to assist in managing the day to day bookkeeping, run monthly payroll and provide cover to other members of the Finance Team.

### 2. Main tasks

- Assisting in the preparation of monthly, quarterly management accounts
- Bookkeeping using Sage Line 50 including:
  - Maintenance of the ledgers and control accounts, raising of journal entries, correction of errors and effecting reallocations.
  - Ensuring there is a clear record of financial transactions (income and expenditure) in accordance with organisational and tax authority requirements
  - Monitoring and importing online donations and posting into Sage including Gift Aid management.
  - bank-statement reconciliations,
  - deposit payments and maintaining petty cash flow for every department
  - Assisting in preparing year-end audit schedules
  - VAT and VAT returns
- Running monthly Payroll and submit returns using Sage 50 Payroll software.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.



## PERSON SPECIFICATION | FINANCE OFFICER | AL MUNTADA TRUST

<b>1.</b>	<b>Qualifications and Training</b>	
a.	AAT Qualified / ACCA Finalist Part Qualified	Essential
<b>2.</b>	<b>Skills and Experience</b>	
a.	In depth demonstrable accountancy/financial experience of at least 3 years	Essential
b.	Practical experience of using computer spreadsheet packages including MS Excel and experience of using computerized accounting and payroll systems.	Essential
c.	Experience of working with budgets implementing using Sage.	Essential
e.	Knowledge of charity sector and accounting standards (SORPS)	Desirable
f.	Previous experience of working in faith-based organisation	Desirable
g.	Good communication /interpersonal skills /organization/time management	Essential
h.	Good organizational and effective time management skills	Essential
i.	Good in generating reports and report writing skills	essential
j.	Attention to details	Desirable
k.	Able to work on own initiative and as part of a team and adjust work roles to suit changing service demands	Desirable
<b>3.</b>	<b>Ability</b>	
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
<b>4.</b>	<b>Commitment and understanding</b>	
a.	Understanding of the Islamic faith.	Essential
b.	Commitment to the charity sector.	Essential
<b>5.</b>	<b>Knowledge</b>	
a.	In depth knowledge of accountancy principles and practice.	Essential
b.	Knowledge of the Islamic community and sensitivities.	Essential