



## JOB DESCRIPTION | Finance Manager | MUNTADA AID

<b>Job title:</b>	Finance Manager		
<b>Salary:</b>	£32,000 - £38,000 a year (Depending on experience)	<b>Location:</b>	Parsons Green, London SW6
<b>Responsible to:</b>	Chief Executive Officer	<b>Responsible for:</b>	Finance Department
<b>Contract:</b>	- Full Time 40 hours per week; - Permanent [subject to Probation Period]; - Monday to Friday	<b>Employment Start Date:</b>	8 January 2018
<b>Date Job Posted:</b>	15 November 2017	<b>Application Deadline:</b>	15 December 2017

### 1. The Role

As Finance Manager, you will be working within the senior management team to support the long-term strategic development and yearly operational planning of the organisation. You will provide senior management and the CEO with regular, up to date financial information about current income and expenditure, as well as analysis of trends and forecasts.

You will lead and develop the Finance Department, maintain and ensure the working of organisational systems and policies. Attending senior management meetings and taking responsibility for, financial planning, statutory reporting and compliance with charity and company requirements.

### 2. Main tasks<sup>1</sup>

- Actively contribute to strategic and organisational discussion and decision-making at senior management level based on up to date accounts, projection and forecasting of trends, and overview of organisational systems and policies.
- Prepare the annual budget and rolling forecasts, for controlling income and expenditure, cash flows, variance analysis and commentaries.
- Monitor projects expenditure against budgets, prepare monthly management accounts and project variance reports.
- Prepare and complete audits of projects and partner organisations overseas and in the UK.
- Prepare financial reports for specific major grants and projects to support project and team leaders, as well as on specific lines of activity as required by the CEO.
- Provide an accurate and timely financial service, including setting and monitoring of organisational, departmental and project budgets, forecasts, cash flow analysis, VAT returns, management and financial accounts.
- Provide advice and support to inform decision-making at all levels including quarterly and ad hoc reports to budget managers to aid their financial understanding.



- Manage the annual audit including year-end procedures and accounts in conjunction with the statutory auditors to ensure annual accounts are produced within the required deadlines and regulatory framework.
- Prepare financial reports for board meetings as required by the CEO of the charity.
- Manage the monthly payroll based on timesheets, as well as the pensions' scheme and other staff benefits
- Manage and develop finance staff to ensure the effective running of the team in providing its organisational support function.
- Ensure efficient and secure financial systems are in place, and that procedures and deadlines are followed meticulously throughout the organisation.
- Ensure books and records are maintained (using accounting software) to satisfy statutory requirements as well as management reporting.
- Keep up to date with changes in financial regulations and legislation and advise management on major financial issues which arise.
- Monitor, review and amend where necessary the financial policy framework and the risk management system.
- Complete Gift Aid claims and reconciliation on regular intervals annually.



## PERSON SPECIFICATION | Finance Manager | MUNTADA AID

<b>1.</b>	<b>Qualifications and Training</b>	
a.	Qualified accountant (ACCA, CIMA or equivalent)	Essential
b.	Knowledge of UK GAAP	Essential
<b>2.</b>	<b>Skills and Experience</b>	
a.	Minimum 2 years of experience working as Finance Manager within a medium sized firm either in the third sector or a commercial company	Essential
b.	Evidence of continuous professional development	Essential
c.	Preparation of monthly management accounts	Essential
d.	Experience of managing a payroll system and gift aid	Essential
e.	Responds positively to change, ambiguity, adversity and pressure. Highly organised and efficient and able to report and monitor to tight deadlines	Essential
f.	Analytical with an eye for detail. Works towards high standards of accuracy and efficiency	Essential
g.	Courteous, friendly and tactful. Establishes rapport easily	Essential
h.	Excellent communications skills –written and verbal	Essential
i.	Professional when dealing with Senior Staff, Fellows, alumni, donors and colleagues.	Essential
j.	Proficiency in the use of computers; Microsoft Office Suits;	Essential
k.	Good judgment about when to use initiative and when to consult	Essential
l.	Maintain confidentiality and discretion at all times	Essential
m.	Outgoing and resilient with a sense of humour	Desirable
<b>5.</b>	<b>Ability</b>	
a.	Proven ability to lead, manage, motivate and develop a team	Essential
b.	To adapt quickly to changing deadlines and priorities	Essential
d.	Flexible in attitude and action to ensure the objectives of the department are achieved.	Essential
e.	To work in a systematic and methodical manner	Essential
g.	Self-motivated and able to carry out repetitive work	Essential
<b>6.</b>	<b>Commitment and understanding</b>	
a.	Understanding of the Islamic faith.	Essential
b.	Commitment to the charity sector.	Essential



## How to Apply

Please apply before the closing date by sending your CV and covering letter via email to [hr@muntadaaid.org](mailto:hr@muntadaaid.org)

**Note:** if you do not hear back from us within 4 weeks please assume that your application has not been successful.

<sup>1</sup> Employee duties are not limited only to the above-mentioned accountabilities; he/she may perform other duties as assigned, relative to the specified discipline.