



Muslim Charity – Helping The Needy

Job Title:	Finance Manager	Job Category:	
Department/Group:	Finance	Job Code/Req#:	MC20106
Location:	Head Office: Retford	Travel Required:	
Level/Salary Range:	£16,000 - £20,000	Position Type:	Full Time
Reporting to:	Managing Director	Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:			
Internal posting URL:	www.muslimcharity.org.uk		
Applications Accepted By:			
Fax or E-mail: 01777 703 028 or info@muslimcharity.org.uk Subject Line: Attention: HR Department RE: MC20106		Mail: HR Manager Muslim Charity - Helping The Needy Eaton Hall Retford Nottinghamshire DN22 OPR	
Job Description			
<p>Muslim Charity is a humanitarian and development organization dedicated to overcome poverty and injustice. It is an independent NGO based in the UK. Motivated by faith, it serves all people regardless of religion, race, ethnicity or gender.</p> <p>Job Purpose:</p> <p>Implementation of the financial system, book keeping and manual accounting, bank reconciliations, accounting and administrative support to keep the financial records as well as banking up to date.</p> <p>Duties:</p> <ul style="list-style-type: none"> • To ensure full compliance of MC rules, regulations, policies and strategies in the financial process. • To make and record payments to delivery and implementing partners and to maintain the accounts payable ledger. • To manage the accounts and book keeping of all accounting records. • To set up direct debits and standing orders with banks. • To check the budgets submitted by project managers in accordance with MC standard rules and agreed budget lines. • To maintain the internal expenditure control system; vouchers processed, matched and completed, transactions correctly recorded and posted in the system, travel claim and other entitlements are duly processed. • To take corrective action to the budget errors, un-posted and un-approved vouchers and expense bills. 			



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- To maintain the accounts receivable ledger and recording of deposits.
- To provide administrative support to the Managing Director and accountants in the preparation of reports and annual accounts.
- To timely review finance position of individual country offices and project based accounts (e.g. Somalia projects, hospitals project, orphans project, etc).
- To prepare monthly financial status reports by reviewing different bank accounts of the organization (including different accounts dealing with different projects).
- To update the records in SAGE and spreadsheets.
- To communicate with regional offices and project managers to update and review the project expenditures and to ensure the correct recording of relevant invoices, receipts, etc.

Additional Role:

- To manage the Orphan Sponsorship Project around the world.
- To reconcile bank statements with the monthly direct debit and standing orders placed.
- To place orders with delivery partners and implementation officers.
- To manage the Muslim Charity's website, regular updates of projects and photographs of projects.
- To manage regular updates of projects and photographs on social network forums such as facebook, youtube, twitter, flickr, etc.

Skills/Qualifications:

The candidate may be educated to graduate level in accounting, finance or business discipline, professional qualification or part qualification like ACCA will be advantageous, substantial experience of accounting and finance, working with a charity or business house is essential, and have the ability to work under pressure of tight deadlines. The candidate must be computer literate and familiar with the accounting software like SAGE, use of internet, emails and Ms Office required.

Fluent in English Language is important; other languages like Urdu, Punjabi, Bengali, Somali, Swahili and Arabic will be an advantage.

A Disclosure from the Criminal Records Bureau (CRB) will be required for this post.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	