Finance Assistant

Fixed-Term Contract:	12-Months, with potential for extension or renewal
Probation:	6-Months
Closing date:	2 December 2026
Interviews:	Applications will be reviewed and suitable candidates interviewed on a rolling basis
Start date:	As soon as possible following successful appointment

How to apply

Please submit an **up-to-date CV by email no later than 2nd December 2026**.

NB:- Applications will be reviewed as they are received and suitable candidates may be invited to interview before the closing date. We therefore encourage early applications and reserve the right to close the advertisement should the right candidate be found before the closing date.

Additional requirements

- Applicants must have the **right to work in the UK**.
- The successful applicant will be required to undertake a **Basic DBS check** as applicable to the role.
- Candidates should hold a relevant qualification or be able to demonstrate equivalent professional experience appropriate to the requirements of the position.

Person Specification

Employee Name	** T B C **	**Line Manager**	** T B C **
Job Title	Finance Assistant	**Line Manager Title**	Treasury Manager
Division	Finance and Services	**Location (Base)**	Nottingham UK
Contract Type	Fixed Term **[X]** Permanent **[ ]**	**Contract Duration**	12-month fixed-term contract
Start Date	** T B C **	**Salary**	**Up to £24,999** *depending on experience*

Job Description

Purpose of the Role:

The Finance Assistant will play an important role in ensuring donations and financial transactions are processed accurately, efficiently and responsibly. From allocating incoming donations and maintaining financial records to carrying out reconciliations and supporting month-end and audit activities, Finance Assistant help ensure that funds entrusted to Muslim Hands are properly accounted for and support our charitable work around the world.

Expectations of the Postholder:

Donations and financial processing

- Process and allocate online donations received through our website and fundraising platforms.
- Investigate discrepancies, identify errors and ensure transactions are accurately recorded.
- Issue donor receipts and Great Charity Gifts certificates.
- Administer overseas regular donor payments.
- Respond to donation-related queries from donors and colleagues, helping to resolve issues promptly and professionally.

Finance, accounting and reconciliation

- Accurately code and post financial transactions using Sage.
- Maintain clear, organised and complete financial records and supporting documentation.
- Support bank, control account and incoming funds reconciliations.
- Assist with financial reports and analysis, checking that information is accurate and complete.
- Support month-end, year-end and audit activities, including responding to queries and providing supporting records.
- Work collaboratively with Finance and other departments to meet deadlines and support effective financial controls.
- Provide finance support for fundraising activities where required.
- Undertake other reasonable finance-related duties in line with the needs of the organisation.
- Work in accordance with Muslim Hands' policies, procedures and financial controls.

General expectations:

- To undertake (/progress towards undertaking) all tasks and duties in an Effective, Efficient, Transparent and Wholly Accountable Manner.
- To undertake any reasonable task or instruction as required by immediate line manager or HR / Senior Management.
- To promote and adhere to all Muslim Hands' Policies and Codes of Practices.

Ideal Candidate will bring:

Essential

- A degree in Accounting, Finance or a related discipline, together with previous experience in a finance or accounts role.
- Experience of maintaining financial records and posting transactions.
- A good practical understanding of accounting processes and reconciliations.
- Strong numerical skills and excellent attention to detail.
- Good IT skills, including confidence using Excel, Outlook and Teams.
- The ability to investigate and resolve financial queries accurately.
- Strong organisation and communication skills.
- The ability to manage competing priorities, work independently and meet deadlines.
- A commitment to working in accordance with Muslim Hands' values, policies and procedures.

Desirable

- Experience using Sage or a similar accounting system.
- Previous experience within the charity or not-for-profit sector.
- Experience processing online donations or fundraising-related financial transactions.
- Experience supporting reconciliations, month-end processes or audit queries.
- Studying towards, or already holding, a recognised accounting qualification such as ACCA, CIMA or ACA.

Note: ***This Person Specification is illustrative and non-exhaustive in scope. The post-holder may be required to undertake any reasonable tasks as and when required by line manager from time to time to reflect the changing needs of the Organisation.***