

<b>Job Title:</b>	UK & International Finance Manager
<b>Department:</b>	Finance & Procurement
<b>Location:</b>	London
<b>Reports to:</b>	Head of Finance & Procurement
<b>Line Management responsibility:</b>	Finance Analyst, Finance Officer, Trainee Finance Administrator
<b>Budgetary Responsibility:</b>	None
<b>Child Safeguarding level:</b>	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

**Job Purpose:**

The UK & International Finance Manager responsible for the comprehensive financial management, planning, monitoring, and reporting of daily financial activities across HQ and country programmes. This includes providing advice to senior management on financial strategies.

The responsibilities include managing finances with strong controls, implementing policies and procedures, coordinating annual account production, and developing and monitoring the annual budget with senior finance leaders. The UK & International Finance Manager will also produce monthly management accounts and oversee payables, income, and treasury functions.

The UK & International Finance Manager will lead a team of technical and finance professionals, utilising expertise in finance systems and technical tools like SQL. The role includes international travel to set up and implement systems, migrate data, deliver training, and provide ongoing support. Overall, UK & International Finance Manager ensures financial integrity and efficiency in global operations.

**Key Accountabilities:**

1. Manage the Muslim Aid HQ Finance function, ensuring continuous financial review including costs and revenue recognition.
2. Responsibility for all month end process in monthly management accounts reporting.
3. Prepare management accounts including analysis of variances and reporting to budget holders, LT and Board.
4. Ensuring UK & International purchase invoices and payment vouchers are correctly coded, authorised, recorded on the finance system, payment and dealing with queries within a timely manner.

5. Carry out global system configuration, company setup, COA templates and migration planning.
6. Ensure workflows and system triggers based on authorisation levels, approvals and new processes.
7. Ensure all balance sheet accounts are reconciled on a monthly basis.
8. Monitor global the fixed asset register.
9. Provide UK Finance Department induction to Finance/non-Finance staff
10. Give training to UK non-Finance staff on Business Central both user and approver levels and also on GL and dimensions
11. Support UK non-Finance staff on financial queries and advice appropriately
12. Manage organisational resources including institutional funds from extended organisations and partners.
13. Prepare the annual accounts financial statements and notes to the accounts.
14. Provide support on audit schedules for UK auditors
15. Deliver clear audit trail of all UK financial transactions and documents
16. Implement and monitor Inter Audit recommendations
17. Maintain the banking relationships and be up to date with financial regulations specifically regarding banking sanctions.
18. Administer payments to Country Offices in a timely manner, ensuring accuracy and compliance.
19. Produce regular cash flow forecast.
20. Ensure all Muslim Aid financial policies and procedures are adhered to, escalating instances of non-compliance to the Head of Finance & Procurement.
21. Cover and work with the Head of Finance & Procurement as and when required.

**Other**

22. Maintain and store all records in line with MA document management and IT policies.
23. Ensure compliance with all policies, procedures, legal, and regulatory requirements.
24. Perform any other duties commensurate with the accountabilities of the post.
25. Some local/international travel may be required in relation to the role in support of the Head of Strategy.

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Person Specification		
	Essential / Desirable	Assessment Stage
<b>Qualifications:</b>		
Educated to Bachelor's degree level.	Essential	Application
UK Accountancy qualification (ACA, CA, ACCA or CIMA)	Essential	Application
<b>Experience &amp; Knowledge:</b>		
Substantial proven post qualification experience working in a similar position in an INGO, including Senior Management experience, preferably in similar context.	Essential	Application and Interview
Proven experience in managing a finance team.	Essential	Application and Interview
Experience of Accounts Payable and Receivable	Essential	Application and Interview
Experience of Month End Process and Management Reporting.	Essential	Application and Interview
Experience of Microsoft Dynamics Business Central.	Essential	Application and Interview
Experience of Statutory Year-End Global Audit.	Desirable	Application and Interview
Experience of producing information for business cases or funding applications.	Essential	Application and Interview
Experience of implementing UK financial policies, procedures and systems.	Desirable	Application and Interview
Knowledge of UK Tax, Vat, FX, SORP and Charity compliance framework.	Desirable	Application and Interview
Awareness of UK charity accounting e.g., restricted funds	Desirable	Application and Interview
<b>Skills &amp; Abilities:</b>		
Good team work skills with the ability to work with different and sometime conflicting agendas.	Essential	Application and Interview
Strong and well-developed analytical skills	Essential	Application and Interview
IT literate with knowledge of Microsoft Office applications and the ability to learn and use any software adopted by Muslim Aid.	Essential	Application and Interview
Ability to Produce financial and non-financial reports	Essential	Application and Interview

Business partnering ability with UK non-finance departments	Essential	Application and Interview
Ability to work under pressure and meet several conflicting deadlines and priorities.	Essential	Application and Interview
Ability to communicate financial matters clearly to a range of different audiences, including non-finance specialists	Essential	Application and Interview
Ability to prioritise own workload and work effectively with all stakeholders	Essential	Application and Interview
Advanced skill in MS Excel and financial accounting software.	Desirable	Application and Interview
Highly analytical and methodical with great attention to detail	Desirable	Application and Interview
Good team work skills with the ability to work with different and sometime conflicting agendas.	Essential	Application and Interview
<b>Commitments:</b>		
Commitment to Muslim Aid's mission, visions and values.	Essential	
Commitment to Muslim Aid's ethos.	Essential	
Commitment to equality of opportunity and diversity.	Essential	
Commitment to Muslim Aid's Safeguarding Policy and Procedure.	Essential	

<b>You will display the competencies below :</b>	
<b>Competencies</b>	<b>Definition</b>
Team working	Collaborative and co-operative approach to engaging with internal and external stakeholders.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

<b>Please signify your acceptance of this job description by signing below and returning a copy to HR</b>					
<b>Employee Signature:</b>		<b>Employee Name:</b>		<b>Date:</b>	
<b>Line Manager Signature:</b>		<b>Line Manager Name:</b>		<b>Date:</b>	