



## The Council of European Jamaats

Unit 101, 1<sup>st</sup> floor, Metroline House, 118-122 College Road, Harrow, Middlesex, HA1 1BQ

Tel: + (44) 208 696 5200 Fax: + (44) 208 696 5201 Email: [secretariat@coej.org](mailto:secretariat@coej.org) Web: [www.coej.org](http://www.coej.org)

Registered Charity in the UK No: 1096111

# FINANCE OFFICER

## JOB DESCRIPTION

**Location:** Remote working (Must be based in the UK)

**Hours:** Part-time (22.5 hours per week); flexible working hours including weekends when needed

**Employment type:** Permanent

**Salary:** Negotiable depending on experience

**Application Deadline:** 30 September 2021

**Start date:** ASAP

### ORGANISATION BACKGROUND

The Council of European Jamaats (COEJ) is the umbrella body of all Khoja Shia Ithna-Asheri Jamaats in Europe. COEJ stands for the promotion of unity and cohesion across the network of our communities, as we strive to facilitate networking amongst European Jamaats, and the promotion of shared best practices. Our core mission is to help Jamaats build their capacity to serve their communities by investing in their development and working towards building good governance.

### BRIEF DESCRIPTION

Finance Officer to look after financial matters of COEJ. The role involves regular interaction with the Office Bearers to ensure proper accounting records are maintained. Manage its assets and income streams and produce financial forecasts on a regular basis. The individual would report directly to the Treasurer & Office Manager, with performance reviewed on an annual basis.

The position of bookkeeping, accounting, and CRM consists of performing any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.

### REQUIREMENTS

- Relevant qualification or educational background in accounting and/or finance
- Minimum one year experience in a similar role
- Ability to work flexible hours when required, including weekends and evenings
- Very good knowledge of accounting softwares and systems
- Good knowledge of MS Office packages



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### PERSONAL SPECIFICATION

- Conscientious
- Self-motivated and sense of accountability
- Good communication skills
- Excellent attention to detail
- Emotional intelligence and tolerance for different cultures
- Willingness to learn and adapt as a team player
- Office skills and familiarity with office processes
- Ability to give and receive constructive feedback
- Good time-management skills and ability to prioritise tasks

### PRIMARY TASKS

#### Weekly

- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Manage petty cash, receive, record, and bank cash, cheques, and vouchers.
- Maintain the integrity of the accounts on accounting software such as SAGE and Xero.
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialised accounting software.
- Ensure data inputting and financial administration tasks are completed including bank reconciliations, payment and receipts, journals, cash and bank, banking, filing, record keeping, and other related duties
- To assist the treasurer in preparing payments due, seeking relevant approvals, and remitting through the bank system in a timely manner
- Respond to any Treasury/Financial correspondence with the input from the Treasurer.
- Look into any additional requests relating to Finance by the Treasurer, Office Bearers, Executive Committee, Office manager

#### Monthly

- Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- Maintain our payment systems including the reconciliations of PayPal/Stripe or, any payment platforms
- Introduce and maintain financial procedures and controls for all sections of the budget.
- Update Charities Commission, Banks or any other relevant organisations with the updated members of the Executive committee.
- Comply with, Charities Commission and company policies, procedures, and regulations.
- Liaise with banks, solicitors, insurance, utility companies and auditors where necessary



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### Yearly

- Complete all statutory returns (e.g. VAT, PAYE, Gift aid, Companies House, Charities Commission, etc.), in a timely manner
- Assist in preparation of management accounts and annual reporting of the organisations financials as directed by the treasurer subject to Audit
- To obtain best quotes for all purchases by the Charity (e.g. insurances, utilities, cleaning)
- Introduce and maintain financial procedures and controls for all sections of the budget.
- Help Produce annual Budgets and 3-year Financial Plan for the Charity,
- Help Chase any Debtors for any of our projects and maintain our membership lists. Prepare membership subscription invoices for members
- Look into any additional requests relating to Finance by the Treasurer, Office Bearers, Executive Committee, Office manager
- Assist the SG/Treasurer in preparing the AGM reports

### SECONDARY TASKS

- Look into any additional reasonable requests made by the Office Bearers, Executive Committee, Office manager
- Supporting the Secretariat with projects you are leading on behalf of CoEJ
- Cover for annual holidays taken by other staff members.

### CONTACT US TO APPLY

To apply (or for any further information) please submit your CV with a covering letter to

**[secretariat@coej.org](mailto:secretariat@coej.org)**

**Deadline: 30 September 2021**