



Finance Assistance

Dar Al Zahra (UK) are an Islamic educational charity working in and around Liverpool and online. They have courses which fall under the categories of Islam, Iman and Ihsan. Focussing on initially the youth of Liverpool, they have now been able to expand to other age groups and work at the grass roots level to instil Islamic values and ethos into their students and communities.

We're looking for a financial expert to strengthen our team. You'll be responsible for the finance and planning section, as well as for payroll, governmental updates and improving & automating reporting processes. Reporting to the Senior Mushrifa, you will play a key role in the charity's financial expansion and development. Supporting the charity's ability to perform its missions in an organised manner, liaise with key areas to manage accounts, payroll and HMRC payments and reporting.

Responsibilities:

General

- Managing the whole finance and treasury function (including but not limited to);
- Managing and overseeing financial expenditure (including student fees, teachers' payment, payroll);
- setting up and improving processes and developing policies;
- managing the automation of the financial section;
- completing and updating the charity accounts;
- Oversee selection of grant application;
- Develop and support the grant application team
- Working with HMRC, Accountants and other third-party organisations
- Liaising with various areas/personnel to achieve goals set;



Reporting

- preparing regular management P&L and BS reports across all the areas;
- developing and implementing reporting tools, providing accurate and up-to-date reports;

FP&A

- controlling and analysing historical and future cash inflows and outflows, signalling to the management if any immediate actions are needed;
- managing the treasury function, interacting with banks;
- developing and implementing models for financial analysis, forecasting, budgeting, and strategic planning;
- working with tax and legal advisers to manage risks.

Treasury

- preparing, executing and managing payroll, payments and invoices for trustees/employees/other third parties;
- liaising with current and new banks;
- ensuring all government guidelines are implemented.

Requirements:

- educated with knowledge of finance/technical studies – Part Qualified/Accountant
- highly financially literate, with extensive experience working in a charitable organisation and especially in the finance section
- expert knowledge of bookkeeping and accounting, planning,
- proficiency in Excel, experience building financial models;
- high degree of credibility and integrity, comfortable managing sensitive information in a discreet way and liaising effectively with the trustees/stakeholders and third party financial institutions.

Preferred:

- 3+ years working at similar level;

Our Perks:

- *Flexibility*

(Hybrid- Liverpool) Home working: Work will be monitored for completion.

- *Work-life balance*

We offer sick leave pay in line with guidelines. In special circumstances, additional days off can be requested.

- *Social responsibility projects*



We continue to launch charity projects and support our employees. Make a social impact with your ideas coming to fruition for the younger generation to benefit from.

Job Type: Part-time; 20 hours