Job Title:	UK & International Assistant Management Accountant
Department:	Finance
Location:	London, UK (Hybrid)
Reports to:	UK and International Management Accountant
Line Management responsibility:	Temp staff x1
Budgetary Responsibility:	None
Child Safeguarding level:	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. 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.

Job Purpose:

The key purpose of this role is to support the UK & International Management Accountant to ensure accurate reporting of all UK & International financial information with systems, processes and controls operating effectively.

Key responsibilities:

Day to day management of Accounts payable and receivable

1. To 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.
2. Reconciliation of UK Vendor Accounts
3. To maintain the Income ledgers, coding of income & posting receipts to income control accounts

Management of UK & International Payment

1. Prepare UK & International invoice, payments, and journals
2. Prepare manual weekly/fortnightly UK and International payments batch
3. Respond to bank, internal and external stakeholder on UK and International payment queries
4. Manage bank mandate and international payment beneficiary details

Management Accounts

1. Carry out UK Charity full month end process including balance sheet reconciliation such as payroll, bank rec, inter-co etc)
2. Responsible for uploading and posting of UK Income (including Donation, GA, and Grants)
3. Assist in the preparation of monthly UK Management Reporting including Fund position & variance analysis
4. Prepare with International Programme Accountant Monthly International Country Offices Management reporting including Inter-company report
5. Prepare departmental reports for monthly meetings with the Head of Dept on the budget variance

Statutory Year End Accounts

1. Provide support on audit schedules for UK auditors
2. Deliver clear audit trail of all UK financial transactions and documents

Financial System, Control and Processes

1. Support monitoring and evaluating of UK financial information system (Dynamic Business Central)
2. Guide UK IT department to prepare Business central user manuals for both User & Approver
3. Support following of all relevant internal controls operating within the UK Finance department

Support & Training

1. Provide UK Finance Department induction to Finance/non-Finance staff
2. Give training to UK non-Finance staff on Business Central both user and approver levels and also on GL and dimensions
3. Support UK non-Finance staff on financial queries and advice appropriately

Other

1. To ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
2. To comply with all policies, procedures, legal and regulatory requirements.
3. Any other duties commensurate with the accountabilities of the post.

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Person Specification		
Qualifications:	**Essential / Desirable**	**Assessment Stage**
Educated to degree level standard in Accounts and Finance or similar related field.	Essential	Application
Part Qualified Accountant / Accounting Technician (AAT)	Essential	Application
Proven experience of working within a Finance team	Essential	Application
Experience, Knowledge Skills & Ability		
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	Desirable	Application and Interview
Experience of UK & International Payments	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
Skills & Ability		
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
Commitments:		
Commitment to Muslim Aid's mission, visions and values	Essential	Application and Interview

Commitment to Muslim Aid's ethos	Essential	Application and Interview
Commitment to equality of opportunity and diversity	Essential	Application and Interview
Commitment to Muslim Aid's Global Safeguarding Policy	Essential	Application and Interview

You will display the competencies below :	
Competencies	**Definition**
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts.
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.

Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee signature:		**Employee Name:**		**Date:**	
Line Manager signature:		**Line Manager Name:**		**Date:**	