

Title	Financial Controller
Responsible to	Treasurer
Commitment	Part Time, 24 hours per week/ 3 days May be required to work some evenings
Salary	£34-36k pro rata depending upon experience
Location	Remote working with some travel to London when required

Background

The Muslim Council of Britain (MCB) is the UK's largest and most diverse national Muslim umbrella organisation with over 500 members including mosques, schools, charitable associations, and professional networks. Our mission is empowering Muslim communities to achieving a just, cohesive, and successful British society.

1 Role Purpose

- The MCB Financial Controller will work with the Finance Department to ensure the effective running and management of the MCB finances. The purpose of the role is to help build the long-term financial sustainability of the organisation.

2 Key Tasks and Responsibilities

2.1 Finance Management

- Ensuring the efficient maintenance of financial records of the organisation by producing timely, accurate and relevant monthly management accounts information including commentary on significant areas and variances from budgets
- Maintenance of fixed asset register, and associated depreciation journals
- Allocations of project resources and costs to appropriate department/budgets
- Ability to communicate with budget managers, in order to monitor budget vs. actual income/expenditure on projects
- Following established procedures and policies and improving systems and controls surrounding all aspects of the organisation's financial management

- Reconciliation of control accounts, inter-company accounts and regular review of nominal ledger, aged debtors and aged creditors
- To supervise the payroll and ensure that payments and returns to the HMRC are completed as required, including monthly RTI
- To ensure that all pension requirements are fulfilled in a timely manner
- To produce annual financial statements for the organisation, including consolidated accounts, and to arrange for their audit, filing and distribution, assisting the Treasurer in cashflow analysis and forecasting
- Co-ordinating with office administrator to raise annual fee invoices and statements across different affiliate categories, and posting adjustments were required
- Assisting in credit control function with regards to affiliate fee recovery
- To be the 'keeper' of personnel records, whereby records are kept in a confidential and secure manner, in line with the Data Protection Act.

2.2 Long term sustainability

- To make recommendations on the Treasury/investment strategy
- To assist in development of policies and procedures for all companies, including, but not limited to, those affecting risk management and financial controls
- To assist the Treasurer in production of strategy documents and associated forecasts, annual budgets and forecast revisions and other forecasts or analyses of performance as required for both internal and external use
- To support fundraising activities and sustainability for the MCB.

3 Person Specification:

- Full or part qualified accountant &/finance background
- Excellent IT skills, and are familiar with spreadsheets, word processing, email and MS Office
- Excellent written and verbal communication skills as well as excellent numeracy skills
- Honest, hard-working, self-motivated and know how to work as part of a team
- Positive outlook and are able to maintain clear communications with colleagues and take the initiative when required

- Can plan, manage and prioritise a varied workload, meet deadlines and respond flexibly to unforeseen events
- An ability to carry out tasks, use initiative and judgement with minimum supervision is essential.
- Have meticulous attention to detail and the aptitude and skills to learn on the job.