



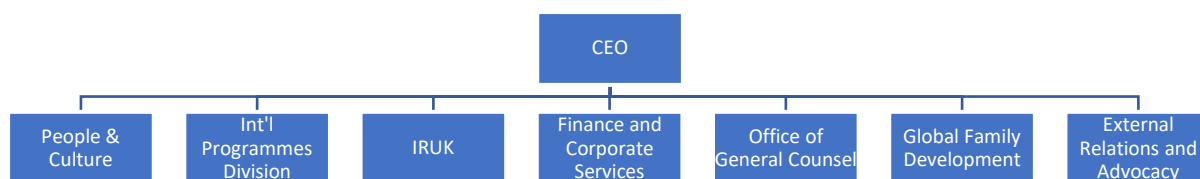
Islamic Relief Worldwide

Financial Accountant

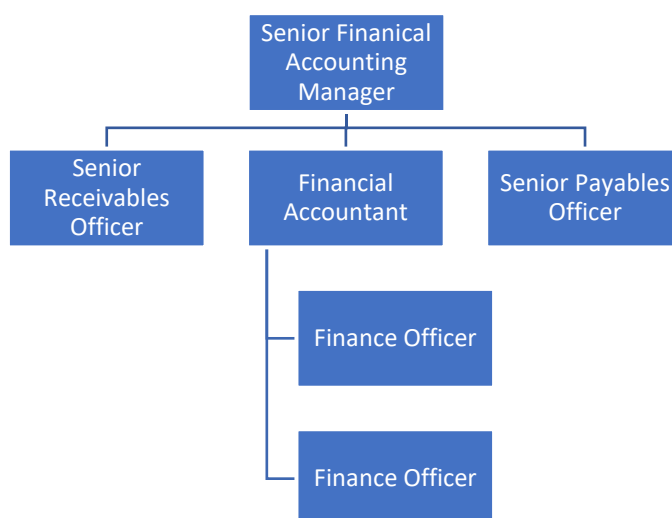
Base Location:	Birmingham, UK
Reporting To:	Senior Financial Accounting Manager
Line Management Responsibilities:	Finance Officer x 2
<p>Purpose of Division:</p> <p>The Finance and Services Division provides accurate and punctual financial management, reports and forecasts on the organisation's income and expenditure. The division empowers and builds the capacity of the field offices and Partners to manage funds effectively and efficiently, meeting international standards and the standards of Islamic Relief Worldwide (IRW) donor agencies. This is achieved through both organisational and individual learning, and through an organisation-wide system of development and deployment.</p> <p>In addition, this division maximises economies of scale by developing and maintaining strategic procurement, logistics and asset and facilities' management functions.</p> <p>The ICT-related services ensure that the development, utilisation and maintenance of information systems help the organisation reach current and future strategic objectives.</p> <p>Department Purpose:</p> <p>To develop, manage and control IRW's corporate management, accounting & statutory financial reporting work, treasury function, and financial systems and to provide leadership in accounting and financial policy.</p> <p>Job Purpose:</p> <p>The role holder will support the Corporate Finance Team in providing a first-class service to the group with a key aspect of the role being developing the way the department produces analysis and uses financial information to support decision making and achievement of the company's strategic objective.</p> <ul style="list-style-type: none">• To provide strategic operational leadership and be responsible for the accurate & complete recording of payables and the timely processing of payments to national and international suppliers• To be responsible for the accurate & complete recording of receivables and their timely receipts from national and international donors/customers• To be responsible for the accurate & complete recording of General Ledger entries• Building the relationships to effectively influence and challenge Business decisions, strategy and outcomes.• Leading and be responsible for the month end procedures and ensure they are undertaken according to the set timetable and authorisation of journals• Ownership and management of the timely, insightful, and accurate reporting for the Corporate Finance Division including analysis to provide clear outcomes to support the objectives of the department• To be responsible for the monthly reconciliations of all Balance Sheet accounts• To be accountable and oversee the accounting for the subsidiary organisations	

- Managing controls and processes around report preparation with a view to lead ongoing development and enhancements.
- Contributing to development of new treasury strategy, policy and procedures.
- Undertaking a wide variety of activities to enable improvement to IRW's reporting standards and practices
- Leading and managing all auditor's queries in a timely manner
- Keep up to date with developments in the charity sector regulatory reporting requirements
- Provide Management with ad-hoc reporting analysis as required
- Supporting IRW staff and volunteers where necessary

Organisational Structure



Team structure



Our Team:

The Financial Assurance Team at IRW sits within the Finance and Corporate services division. The post holder will report to the Senior Financial Accounting Manager.

Key Working Relationships:

- Provide financial reporting and analysis to the Senior Financial Accountant and Head of Finance.
- Working with IRW colleagues across all divisions, subsidiaries and the Group.
- Working with departments within IRW identify initiatives that will improve processes.
- Represent the department in meetings, wider charity sector and building networks.
- Develops and maintains relationships with key external stakeholders.
- Regular liaison and engagement with both the International Finance and wider group finance teams.
- Liaise with auditors during the year-end and/or during interim audits.
- Help prepare presentations and present to the Head of Finance and Corporate Service Director on an ad-hoc basis.
- Working with the reporting team to ensure that IRW is compliant with any regulatory reporting requirements to the Charity Commission.
- Building and maintaining relationships with three fundraising units within the Group.
- Act as first point of contact for the organisation, for all queries in relation to Financial reporting.

SCOPE AND AUTHORITY

Scope of the Role:

- Reporting to the Senior Financial Accounting Manager, the Financial Accountant remit will be varied and will include working with and providing reporting related advice and assistance to IRW group subsidiaries, it's SBU's and many departments including IRW UK, International Programmes Division, Global Family Development, Governance and the broader Finance team.

KEY ACCOUNTABILITIES

The job holder is accountable for fulfilling his or her roles and responsibilities in line with Islamic values and principles of fairness, humanity, honesty, respect and fair treatment of his/her colleagues and staff.

Management of Balance Sheet Accounts and Reconciliation

- To ensure monthly schedules are prepared with narrative supporting the basis of the items held for all entities within the Group.
- Preparing and management on a monthly basis of the Fixed Assets Schedule. Ensure the depreciation and recording of assets is done in line with organisation policy.
- Complete Balance Sheet reconciliation for Group and subsidiaries.
- Ensure cross charges are made in a timely manner.

Audit / Statutory Accounts

- To support in the completion of Financial Statements for entities within the Group.
- To ensure preparation of statements in accordance with IFRS and UK GAAP
- Prepare various schedules and deliverables required for the completion of the annual statutory

- Ensure accounts are prepared in line with the Charity Commission's standard of recommended practice (SORP) and FRS 102.
- Be a key contact for the external auditors and complete audit requests.
- Support donor audits as required for external funders.
- Address group audit points arising from internal, external, and organisational audits.

Accounting, Controls and Quality Assurance

- Responsibility for month end postings and closure within three working days.
- Ensure the integrity of the financial accounts by supporting in the completion of monthly checks.
- Preparation balance sheet monthly reconciliations and review of any items that are not current.
- Preparation of Debtors Report and creditors with narrative and any actions needed.
- Leading and managing ledger reporting
- Ensure the settlement complies with outlined Service Level Agreements within Business Units.
- Adherence to UK reporting standards and agree with subledgers to Nominal ledgers.
- Ensure they meet internal guidelines and external reporting regulations.
- Supporting systems innovation in the Accounting and Assurance Team

Taxation

- Providing support and guidance on Corporation Tax matters within the Group.
- Assist in the preparation of the quarterly VAT return for the subsidiaries.
- Assisting with VAT related queries for the trading subsidiaries.

Financial Reports

- To ensure reports are prepared to agreed timeframes.
- To support the Senior Financial Accountant Manager in streamlining the reconciliation process.
- To support the Senior Financial Accountant Manager to improve the closing date for month end.
- Ensure the accurate and timely provision of financial information to stakeholders.
- To support in the preparation of any reports for external parties including the Charity Commission.
- To lead the analysis of financial information, provide interpretation, narrative, raise questions, and identify information needs to develop and support financial decision-making.
- To be responsible to produce ad hoc reports for Management as and when required to enable them to make informed financial and business decisions

Other

- Contribute to continuous process improvements in areas of responsibility and wider team.
- To support with other financial duties particularly during periods of high demand as directed by the Head of Finance or the Director of Finance.
- Responsible for maintaining one's own professional development.

To support the organisation and its wider stakeholders

- To ensure and proactively promote and foster a culture in which Islamic principles, values and approaches which are adopted by Islamic Relief are consistently respected, applied and complied with in the delivery of the country / division / unit objectives and in the conduct of its employees.
- To ensure and proactively support colleagues to be sensitive to relevant Islamic values and principles in the delivery of Organisational Objectives
- To undertake any other reasonable duties that is consistent with the job and at its level of responsibility as and when required by the Senior Financial Accountant Manger.
- Providing Financial advice to other departmental teams as required.
- Ensuring all Finance Policies in place and regularly maintained.
- Providing input to the Continuous Process Improvement workflows where deemed necessary.

Candidate Profile

It is essential that the post holder shows a good understanding and empathy with Islamic values and principles as well as commitment to IRW's vision and mission. The requirements of the role are:

Knowledge and Experience

- Qualified ACA or ACCA.
- Extensive experience in a relevant finance role.
- Good understanding of the Charities SORP.
- Experience of dealing with external audits.
- Ability to work in an organised manner and able to meet deadlines.
- Experience of process improvements; develops and implements new and Innovative solutions.
- Ideally knowledge and experience of the charity sector.
- Experience of Unit 4 ERP Systems is desirable.
- Experience of people management.

Skills

- Application of strong technical/analytic skills (Excel based), modelling etc.
- Approaches problems and tasks systematically, with an analytical and innovative mindset.
- Strong time management skills, adept at working calmly under pressure to meet deadlines
- Ability to work on own initiative with minimal supervision, be self-motivated with high energy
- Good written and verbal communication skills, including the ability to explain complex concepts in straightforward ways and across language and cultural barriers
- Excellent communication and inter-personal skills with ability to coach/train others
- A commitment and enthusiasm for personal and team learning and development
- The ability to confidently challenge the status quo and problem solve, suggesting and demonstrating new innovative ways of working to the team where appropriate; follow improvements from conception through to completion.
- Excellent technical accounting skills, including a thorough grasp of the concept of double entry, profit and loss statements and balance sheets, including accounting for accruals, prepayments and accrued and deferred income.



Personal Qualities

- Honest, encourages openness and transparency; demonstrates highest levels of integrity.
- Excellent Teamwork to work with others cooperatively and productively.
- Ability to demonstrate confidentiality and due care with all assigned work.
- High degree of accuracy and attention to detail with a high standard of ways of working.
- Excellent organisational and timekeeping skills.
- Be a team player, supporting colleagues when there are deadlines and know when to ask for help.
- Ability to work independently and as a team player as the situation dictates.
- Proactive mind set and hands on attitude.
- Be a self-starter and incredibly motivated.