

Job Description

Job Title: Finance Assistant

Reports to: Accounts Manager

Hours: Full Time (40 hours per week) or Part Time (4 days per week)

Location: London

About the Organisation:

At Al-Ayn, we are committed to ensuring that every orphaned child living in poverty has access to the tools and opportunities they need to overcome their difficult experiences. We believe that when a child fulfils their potential, their own future is transformed as well as their families', their communities', and society at large. In order to achieve that, we are led by our core values of transparency, dignity and empowerment.

Job Overview:

A Finance assistant performs various types of activities within the Finance department. They are primarily responsible for the day-to-day accounting and finance activities within the organisation, such as ensuring records are kept up to date and payments are processed in a timely manner and reconciled. This role will primarily take direction and support from the Accounts Manager. Some direction will also be taken from the Outreach Manager.

Key Responsibilities:

- Data entry and storing electronic records
- Obtaining invoices from suppliers for record-keeping
- Email and telephone communication with supporters
- Following up on missed payments
- Other finance related admin tasks
- Support finance related project tasks
- Support Outreach & Communication data analyses, trends and insights to understand impact of campaigns

Education/Experience:

- Experience in a relevant role

| Skills: | Essential | Desirable |
|--|-------------------------------------|--------------------------|
| Strong knowledge of Microsoft Office Programs | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Intermediate Microsoft Excel skills, such as formulas & pivot tables | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Data literacy and reporting skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Excellent written and verbal communication skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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England and Wales Registered Charity Number 1163706

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| Basic level of written and spoken Arabic | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Fast data entry ability/keyboard skills | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Background, degree and/or qualifications in Accounting & Finance | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Previous experience in managing accounts & records | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Understanding of the charitable donations, e.g. Khums, Sadaqa, Zakat | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Understanding of common payment/donation methods for charities | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Excellent customer service skills and telephone manner | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

| Competencies: | Essential | Desirable |
|--|-------------------------------------|--------------------------|
| Strong attention to detail, i.e., meticulous in their work | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Proactivity and self-motivation | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Ability to work as part of a team | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Ability to manage pressure, conflicting demands and prioritise tasks | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Hard working and eager to learn | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Additional Requirements:

Flexibility of working outside working hours

Salary:

Full Time: £22,984.00 per annum