

East London Mosque Trust

Candidate Information for the role of Finance officer

As one of the largest mosques and Islamic centres in the UK, ELMT delivers a growing range of programmes designed to uplift and support our community. This role will work across the organisation to manage campaigns and initiatives that strengthen community engagement, grow our membership, and develop meaningful grant opportunities.

Working under the direction of Finance & Office Manager, the Finance officer needs to be a capable, responsible, trustworthy person, and who can work independently. This post requires good organisational skills to ensure that tasks are properly recorded, scheduled and undertaken. This role does not cover the Schools, unless where specifically mentioned.

Key priorities

- Support and maintain accurate financial records
- Ensuring the smooth operating of day-to-day financial activities

About the East London Mosque Trust (ELMT)

The East London Mosque is London's oldest Mosque, serving the UK's largest Muslim community. In 2004 its facilities were greatly expanded with the addition of the London Muslim Centre, which has hosted a wide range of ground-breaking services. The latest expansion, the Maryam Centre, opened in 2013 adding further prayer space, a Visitor Centre, and substantial facilities for women of all ages. Currently the main prayer hall is being extended, and recently the neighbouring Synagogue was acquired for future development.

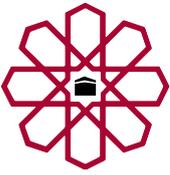
The cost of the facilities has come mainly through the generous support of the public, who expect the employees of the ELMT to have the highest standards in their work and behaviour.

Our mission is to serve, educate and inspire through faith and action

Our vision is to see a world of God consciousness, respect, dignity and justice.

East London Mosque Trust

The East London Mosque Trust is a charity (1122613) and a company limited by guarantee (468317) registered in England & Wales
Registered office: 82-92 Whitechapel Road, London E1 1JQ
T: 020 7650 3000 • E: info@eastlondonmosque.org.uk



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Job Description for the role of Finance officer

Job title:	Finance Officer
Location:	Whitechapel, London
Contract:	Full time, Fixed Term 12 MONTHS
Salary:	£28,569.85 gross per annum for 37.5 hours per week (ELMT scale D6)
Responsible to:	Finance & Office Manager
Job Purpose:	To support the finance function by maintaining accurate financial records, processing purchase orders, managing accounts receivable, and assisting with financial reporting. The Finance Officer will play a key role in ensuring the smooth operation of day-to-day financial activities.

Key Responsibilities

Financial Operations & Bookkeeping

- Maintain accurate and timely financial records using Sage 50c, ensuring all income and expenditure is correctly coded, including restricted and unrestricted funds.
- Process purchase invoices, staff expenses, and credit notes in line with the charity's financial procedures and authorisation limits.
- Manage purchase orders, ensuring appropriate approval and budget availability.
- Support in maintaining the purchase ledger and sales ledger, ensuring completeness and accuracy.

Income, Debtors & Credit Control

- Raise quarterly sales invoices and where applicable (e.g. room hire, training income, service delivery).
- Record and reconcile incoming income streams, including donations, grants, and service income.
- Assist in the monitoring and follow up of outstanding debts in a professional and sensitive manner, recognising the charity context.

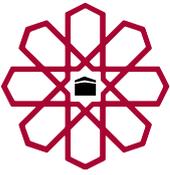
Banking & Reconciliations

- Perform regular bank reconciliations and investigate any discrepancies promptly.
- Reconcile supplier statements and resolve outstanding or disputed items.
- Support cash flow monitoring by ensuring accurate and up to date financial information is available.

Management Accounts, Budgets & Reporting

- Assist in the preparation of quarterly management accounts, including variance analysis against budgets.
- Support budget holders by providing clear and timely financial information to aid decision making.
- Assist with budget setting, monitoring, and forecasting, including project or grant based budgets.

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- Prepare financial reports to support funding claims and internal reporting requirements.

Compliance, Controls & Audit

- Ensure compliance with the charity's financial policies, procedures, and internal controls.
- Assist with year-end processes, including audit preparation and responding to auditor queries.
- Contribute to continuous improvement of financial systems and processes to support good governance.

Stakeholder Support & Collaboration

- Act as a key point of contact for finance related queries from staff, suppliers, and external partners.
- Work collaboratively with programme and fundraising teams to support accurate financial planning and reporting.
- Maintain organised financial records in line with data protection and record keeping requirements.
- Undertake other finance or administrative duties appropriate to the role and the needs of the charity.

Professional Responsibilities

- Support maintaining the integrity of the ELMT financial system, procedures and reports.
- Support maintaining professional standards within the financial team.
- Support Finance & Office Manager to ensure that financial standing orders, policies and procedures are adhered to.
- Undertake continuous professional development in line with relevant institute requirements.
- Following the ELMT confidentiality rules and procedures.

General

The East London Mosque Trust is an organisation that seeks to set the highest standards and thrives through the 'added value' brought by employees and volunteers.

The Finance Officer will:

- Work flexibly and undertake any other duties agreed between you and your direct line management.
- Maintain and develop organisational culture, values and reputation with all staff, associates and external stakeholders
- Support projects of the ELMT and participate in multi-disciplinary cross-organisational groups and project teams.
- Attend staff and committee meetings when required.

Normal working hours will be Monday to Friday, but some evenings and weekends may be required.

You should, whenever possible, make yourself available for urgent events or meetings outside normal working hours.

THIS JOB DESCRIPTION IS SUBJECT TO ANNUAL REVIEW AND ALTERATIONS MAY BE NEGOTIATED TO REFLECT THE CHANGING NEEDS OF THE ORGANISATION.



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Person Specification for the role of Finance Officer

Candidates will be required to demonstrate evidence of all the essential criteria in the application form and interview.

1	Skills and Experience	
1.1	Experience in a finance role including supporting payroll, PAYE, NIC, payments, banking arrangements, accounts preparation, audit and other accounting transactions, adhering to proper controls and processes.	E
1.2	Excellent command of English, both written and verbal.	E
1.3	Excellent knowledge of charity finance legislations and standard accounting practices.	E
1.4	Ability to identify work priorities and manage own workload, and that of others, ensuring that lower priority work is kept up to date	E
1.5	Good organisational skills	E
1.6	Demonstrable knowledge of and skills in MS Office applications (Word, Outlook, Access, Excel)	D
2	Personal Qualities	
2.1	Trustworthy and reliable	E
2.2	Ability to work under pressure	E
2.3	Ability to act on own initiative, dealing with any unexpected problems that arise	D
2.4	Reliable, discrete and self-motivated	D
2.5	Able to maintain and develop good working relationships with other bodies and organisations.	E
3	Health and Safety	
3.1	An understanding of relevant Health & Safety regulations, including risk assessment, and how they apply in the ELMT environment	E
4	Equality and Diversity	
4.1	Commitment to equality and diversity.	E
5	Education and Training	
5.1	Qualified to degree level.	D
5.2	Professional qualifications in financial management	D
6	Other	
6.1	Able to work flexibly, including evenings, weekends and public holidays.	D

Rating: E – Essential D – Desirable

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