



Candidate Information for the role – Director of Finance and Corporate Services

The Director of Finance & Corporate Services is a new post for the East London Mosque Trust (ELMT). The Director of Finance will lead the Trust's financial strategy, planning, and operations. This pivotal role will oversee the day to day financial transactions and ensure compliance while driving financial sustainability, transparency, innovation, and long term growth. The post holder will work closely with the CEO, the Senior Management Team, and the Trustees to help shape the future direction of the organisation. As one of the largest mosques and Islamic centres in the UK, it is imperative to build capacity in the leadership team to deliver effective, informed, strategic financial decisions to support the future sustainability of the ELMT.

About the East London Mosque Trust (ELMT)

The East London Mosque & London Muslim Centre is one of the UK's most prominent and dynamic Islamic institutions, serving London's largest and most diverse Muslim community since 1910. ELMT offers world-class prayer facilities, educational programmes, including two schools that are graded as 'good' by Ofsted, and an evening supplementary school, comprehensive social welfare and outreach services. It also provide a dedicated hub to support the needs of women through the Maryam Centre. Anchored by the guiding mission to Serve, Educate, Inspire, the trust continuously strengthen its impact through community engagement, interfaith partnership, and innovative initiatives.

Working in this 'House of Allah' is a profound blessing; it gives an opportunity for personal growth while witnessing first-hand the positive impact of the many beneficial services that are delivered.

Our mission is to serve, educate and inspire.

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



Job Description for the role of Director of Finance & Corporate Services

Job title:	Director of Finance & Corporate Services
Salary:	£58,381.85 – 62,893.84 per annum (I4 – I9 on ELMT pay scale)
Contract:	Full time, Permanent
Responsible to:	CEO
Job Purpose:	The Director of Finance & Corporate Services is responsible for the proper conduct of all aspects of the day to day financial management of the ELMT, while ensuring the financial sustainability and continuous development of the organisation.

Director of Finance & Corporate Services

The Director of Finance & Corporate Services is responsible for the proper conduct of all aspects of the day to day financial management of the ELMT.

Finance Management

- Oversee budgeting, forecasting, and financial reporting processes.
- Ensure robust financial controls and compliance with charity regulations and accounting standards.
- Manage cash flow, reserves, and funding streams including grants, donations, and contracts.
- Maintain an annual and a five-year financial forecast to underpin the strategic objectives.
- Responsible for managing ELMT's investments, while developing and implementing strategies for maximising ELMT's finances.
- Manage and develop the finance team, fostering a culture of accountability, excellence and continuous improvement.
- Collaborate across departments to support financial literacy and budget ownership.

Governance & Compliance

- Prepare financial reports for CEO/SMT, the Board of Trustees and funders.
- Ensure compliance with The Charity Commission, HMRC, and Companies House requirements.
- Lead on audit preparation and liaise with external auditors.
- Lead on digital transformation for financial arrangements.
- Ensure there is a knowledge/awareness of fraud across the organisation.
- Ensure good risk management.

Finance, Sustainability & Compliance

- Optimise financial controls and processes in order to minimise financial risks, and ensure organisational compliance.
- Ensure compliance with funding agreements across all the teams and services.



- Ensure monthly reconciliation of all control accounts including creditors, debtors, payroll and banks; the preparation of monthly management accounts; and preparation/maintenance of control over all non-transactional journals such as accruals, prepayments, fixed assets/depreciation.
- A sound understanding of Islamic financial principles and their application within a charitable and governance context.
- Lead the strategic financial planning process, delivering annual and forecast budget plans, periodic forecasts within year and funding requirements, working closely with CEO and SMT.
- Plan and coordinate all tax, finance and treasury management practice and policy, with reference to charitable status, cash management and investments, reviewing and reporting on investment portfolios on a monthly basis.
- Ensure monthly payroll is accurate and timely, including all matters related to HMRC, and PAYE submissions.
- Have a full oversight of contracting and procurement activities and procedures, ensuring compliance with regulatory requirements, always seeking value for money, and where possible, cost saving opportunities.
- Check the condition of all assets and conduct an ongoing review of whether assets and investments are being put to best use and serving the organisation's interests.
- Work with the CEO to identify new revenue-generating tactics.
- Responsible for the preparation of annual accounts to prescribed standards, managing effective relationships with the auditors, taking responsibility for the completion and submission of statutory/regulatory reporting in line with prescribed timelines, and keeping up to date with regulatory and statutory requirements within the charity sector.
- Lead on The Charity Commission reporting, including the annual review/trustee report and updating the organisation's information held by The Charity Commission and Companies House.

Operational Excellence

- Review and improve organisational processes across ELMT, including Operations, Facilities, HR and Policy, ensuring they are efficient, effective and aligned with best practice.
- Identify and propose practical improvements to systems, policies and ways of working, driving internal efficiency and increasing organisational impact.
- Ensure alignment between systems, policies and processes, enabling departments to work effectively together and supporting ELMT's strategic objectives.
- Over time, take on broader responsibility across departments, particularly in strengthening processes and embedding sustainable efficiencies.

Information Technology Management

- Devise and establish IT policies and systems to support the implementation of strategies set by upper management, including Data Protection and Cyber Security.
- Keep abreast of changes and updates to Data Protection legislation and ensure that staff receive regular training on Data Protection and Cyber security
- Evaluate the company systems and processes to coincide with the needs of the organisation
- Decide the need for upgrades, configurations or new systems and report to upper management.
- Direct the management of the ELMT website.
- Oversee the IT service provision ensuring it meets the ongoing needs of ELMT.



- Manage and develop the IT team, fostering a culture of accountability and continuous improvement.

General

- Deputise for the CEO as necessary, including assuming delegated leadership, decision-making, and representational responsibilities as appropriate.
- Represent the organisation externally as required, including with partners, stakeholders, and relevant bodies.
- Maintain and develop organisational culture, values and reputation with all staff, associates and external stakeholders.
- Work flexibly and undertake any other duties agreed between you and the Board of Trustees.
- Support projects of the ELMT and participate in multi-disciplinary, cross-organisational groups and project teams.
- Attend Senior Management Team (SMT), staff and committee meetings when required.

Normal working hours will be agreed with your line manager, however flexibility will be required to meet the requirements of the role.

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

Person Specification for the role of Director of Finance and Corporate Services

Candidates must demonstrate evidence of all the essential criteria in the application form and interview.

1	Skills and Experience	
1.1	Experience in managing people/teams	E
1.2	Experience of a financial background within the charity/education sectors	E
1.3	Experience of liaising with statutory agencies, e.g. Charity Commission, HMRC.	E
1.4	Strong understanding of charity finance, SORP, and regulatory frameworks	E
1.5	An excellent understanding of financial systems and procedures and reporting; including best digital practice	E
1.6	Short-, mid- and long-term financial planning experience. Experience of implementing financial sustainability strategy	D
1.7	P&L, balance sheet and cash flow analysis	E
1.8	Budgeting and forecasting	E
1.9	Audit and statutory accounting including understanding of charity financial/legal statutory frameworks	E
1.10	Management accounting processes and protocols	E



1.11	A sound understanding of Islamic financial principles and their application within a charitable and governance context	E
1.12	Financial software systems including advanced understanding of excel	E
1.13	Proven negotiation skills, with the ability to liaise and consult effectively with a range of individuals and agencies, including coordination of diverse interests.	D
1.14	Proven ability to provide effective reports, presentations, etc.	E
1.15	Experience in devising and implementing strategic development and resource plans.	E
1.16	Experience of working with Muslim, other faith and minority ethnic communities.	D
2	Personal Qualities	
2.1	Able to work on own initiative to prioritise work	E
2.2	Ability to work to targets/deadlines under pressure	E
2.3	A proactive individual with a future focused vision for finance and who is an enthusiastic self-starter	E
2.4	Self-motivated, reliable and able to work on own initiative.	E
2.5	Able to work under pressure to meet deadlines and manage conflicting demands.	E
2.6	Team player with excellent people leadership	E
2.7	Able to maintain and develop good working relationships with other bodies and organisations.	D
3	Equality and Diversity	
3.1	Commitment to equality and diversity	E
4	Education and Training	
4.1	Qualified to degree level or equivalent.	E
4.2	Professional accountancy qualification (ACA/CIMA/ACCA)	E
5	Other	
5.1	Must be a permanent resident in the UK without restriction on employment	E
5.2	DBS Clearance: A current, enhanced Disclosure and Barring Service (DBS) check to ensure suitability for working with children	D

E – Essential **D – Desirable**