



## **Job Description** **Finance and Administration Officer**

### **Job Purpose**

A vacancy has arisen in the Jamaat Office for a Finance and Administration Officer to manage and co-ordinate all the activities for the KSIMC of Birmingham. This role is aimed at ensuring KSIMC of Birmingham is operating efficiently at all times, maintains proper accounting records, ensures that scarce resources are used effectively, maintains its asset and its income streams and looks ahead to maximise funding from members and external bodies. The role(s) will also be a hub for all Jamaats communications and involves regular interaction with the key office bearers to set out an agreed annual work plan as part of the overall Strategic Business plan for the organisation.

### **Duties and Responsibilities**

#### **Finance (Essential)**

- Produce an annual Budget and three-year long-term financial plan.
- Identify and implement any efficiencies and income maximisation opportunities.
- Produce Monthly management accounts for the Executive to strict timescales.
- Introduce and maintain financial procedures and controls for all sections of the budget.
- Prepare the Draft accounts subject to Audit.
- Advise on the most tax advantageous ways of undertaking transactions through familiarising with the company structures and potential tax benefits possible, e.g., VAT.
- Maintain the integrity of the accounts on the Accounting system.
- Liaise with banks, solicitors, insurance companies, utility companies, and auditors where required.
- Complete all statutory including Revenue and Customs returns (VAT, PAYE, Charity Commission) to timescales.
- Preparation of the Jamaat & subsidiaries payroll including completing P60 & P35 returns.
- Preparation and online submission of Gift Aid claims.

#### **Administration (Essential)**

- Manage membership subscriptions and burial funds, including collecting/sending reminders.
- Make arrangements for the maintenance of the buildings by liaising with the maintenance team to ensure any urgent and health and safety repairs are undertaken efficiently and within budget.
- Develop systems and protocols for the charging and hire of the facilities for the use of the building including the use by private individuals or organisations.
- Make recommendations to the Executive on key matters for decision and proposals to make improvements in the administrative arrangements of the organisation using new technology wherever possible.

#### **Property / Asset Management (Essential)**

- Manage rent arrears and report significant arrears to the management committee.
- Arrange for annual rent reviews and make recommendations to the executive.
- Maintain a list of inventory in the properties and arrange appropriate insurance cover, gas and electric checks as required as a Landlord.
- Prepare tenancy agreements as and when required, maintain tenant accounts and deposits and deal with queries, arrange minor repairs in conjunction with maintenance team.
- Ensure all rent payments are received appropriately through standing orders or direct debit mandates.

#### **Development & Fundraising (Desirable)**

- Proactively Identify any opportunities for community development projects and make bids for any potential grants and funding in conjunction with office bearers and project officers.
- Develop fundraising strategies to maximise income in conjunction with office bearers.
- Establish and maintain effective links with other charities and (COEJ, World Federation, other organisations, etc) and identify best practice.
- Make recommendations to the executive on future support structures to better support the growing needs of the organisation.

#### **MAP Project co-ordination (Desirable)**

- Liaise with the MAP Committee to ensure proper administration of the project.
- Identify the administrative needs and make recommendations to the committee to enable better support of the project e.g. creation of a project office.