

The World Federation

Vision Statement: To be a spiritually vibrant progressive and unified global community for the pleasure of Allah.

Mission Statement: To connect and lead the global membership into a unified community to represent its voice and enable them to achieve a shared vision.

Core values of The World Federation

- Serve with simplicity, sincerity, tenacity and patience
- Strive for excellence in all fields especially in education
- Enable and facilitate all community endeavours
- Engage grassroots
- Prevent duplication and support local efforts and innovations
- Respect others at all times

Position: Accounts Assistant

Location: Stanmore, Middlesex. (initially, the role will be home-based with occasional attendance at the office until government advice changes)

Salary: Competitive, dependent upon experience

Accountable to: Accountant

Hours: 9am – 5pm weekdays. In addition, the post holder will be expected to adopt a flexible working policy to work alongside Office Bearers and Heads of Departments if need be.

Purpose of the role:

Supporting the Accountant, Treasury office bearers and the Risk & Compliance officer, this is an ideal position for a proactive individual who is looking to build up experience in a multi-faceted accountancy role. The World Federation is a charity which has been in existence for over 40 years and supports a wide range of global projects in humanitarian relief, Islamic education and propagation which have to comply with stringent regulations. We also have an investment portfolio that helps to sustain our operations, and as we grow, are looking to further enhance our donor services via our websites and apps.

We exist to serve

www.world-federation.org

The World Federation is an NGO in Special Consultative Status with the Economic and Social Council (ECOSOC) of the United Nations

Position Requirements:

Bachelor's degree.

Minimum of 1-2 years of experience in an accountancy role.

Strong interpersonal, verbal and written communication skills.

Excellent organizational skills with an ability to think proactively and prioritize work.

Solid multitasking skills with emphasis on attention to detail.

Friendly attitude, able to interact effectively with donors and with others throughout organization and with external parties.

Experience exercising discretion and confidentiality with sensitive company information.

Working knowledge of QuickBooks Online/Desktop (or equivalent) and Microsoft Office software (Excel & Word are a MUST).

Knowledge of charity financial reporting requirements and legislation, including SORP requirements, Gift Aid and charity regulations is desirable.

An appreciation of (Khoja) community organisations would be highly valuable but not essential.

Fluency in Gujarati, Kutchi, Urdu, or other cultural language would be advantageous

Responsibilities:

- Posting entries in the accountancy software, issuing receipts, carrying out reconciliations, preparing VAT returns, and similar bookkeeping tasks.
- Carry out weekly banking activities.
- Assist in compliance tracking and reporting, and assessing due diligence forms submitted by the agencies we deal with. Training will be provided.
- Assist in drafting financial reports when needed.
- Assist in production of management accounts and budgets.
- Deal with payment requests as per documented processes.
- Process donations, updating donor details and maintaining donor records, and ensuring that information held is accurate
- Report and escalate to management as needed.
- Respond promptly to all queries.

These represent a definition of the main function and requirements for this position but are not an exhaustive list of duties. The post holder will be required, in addition, to perform any other duties that might reasonably be considered a responsibility of the post and, on a temporary or emergency basis, assist with duties which are normally the responsibility of others when required.

How to apply:

Email your CV with a covering letter highlighting how you meet the requirements of this role to secretariat@world-federation.org

Applications for this post will close on **9 July 2021**