

Job Title:	Trainee Finance Administrator
Department:	Finance
Location:	London
Reports to:	UK and International Management Accountant
Line Management responsibility:	None
Budgetary Responsibility:	None
Child Safeguarding level:	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

Job Purpose:

The purpose of the Trainee Finance Administrator role is to ensure the efficient and effective management of financial operations within the organisation. This pivotal position involves overseeing various financial activities, including but not limited to, accounts payable and receivable, payroll processing, expense management, and financial reporting. The Trainee Finance Administrator plays a crucial role in maintaining financial accuracy, compliance with regulations, and supporting decision-making processes by providing timely and accurate financial information to stakeholders. The Trainee Finance Administrator collaborates closely with other departments to streamline processes, identify cost-saving opportunities, and contribute to the overall financial health and success of the organisation.

Key Accountabilities:

Project & Departmental Support- primarily financial systems implementation

1. Assist in project planning, implementation, and monitoring under the guidance of senior team members.
2. Contribute to research, data analysis, and report preparation for key initiatives and milestones.
3. Ability to learn and appreciate the finance and legal framework of the organisation to support relevant workflows.

Administrative Support

4. Provide administrative assistance, including collating key feedback and test run reports from various stakeholders, organising documentation for each stage of project implementation.
5. Support day-to-day operations of the department or team through tasks as assigned.

Learning and Development

6. Participate in training programs, workshops, and skill-building activities to enhance your professional competencies.
7. Engage in continuous learning opportunities to broaden your understanding of the charity's mission and operations.

Collaboration and Teamwork

8. Work collaboratively with team members and cross-departmental colleagues to achieve project goals and deliverables.
9. Contribute to a positive and inclusive team culture through active participation and sharing of ideas.

Professional Growth

10. Receive mentorship and guidance from experienced professionals within the organisation to support your career development.
11. Take on increasing responsibilities and opportunities to apply your skills in real-world scenarios.

Other

12. Maintain and store all records in line with MA document management and IT policies.
13. Ensure compliance with all policies, procedures, legal, and regulatory requirements.
14. Perform any other duties commensurate with the accountabilities of the post.

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Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Bachelor's degree in Finance/Law or similar field from an accredited institution.	Essential	Application
Experience & Knowledge:		
Strong academic record and a passion for the nonprofit sector and social impact.	Essential	Application and Interview
Knowledge of International development interventions in Asia & Africa.	Desirable	Application and Interview
Knowledge and understanding of GDPR and regulation.	Desirable	Application and Interview
Skills & Abilities:		
Ability to manage your time and prioritise tasks to meet deadlines and maintain a structured workflow.	Essential	Application and Interview
Excellent written and verbal communication skills.	Essential	Application and Interview
Ability to utilise task management tools to track progress, set reminders, and monitor completion of tasks and projects.	Essential	Application and Interview
Ability to analyse data and metrics to identify opportunities for process improvement and increased efficiency.	Essential	Application and Interview
Ability to work effectively in a team environment and adapt to changing priorities.	Essential	Application and Interview
Ability to find innovative ways to optimise processes and resources for improved organisational efficiency.	Essential	Application and Interview
Be proficient in using Microsoft office suites and willingness to learn new software tools.	Essential	Application and Interview
Work collaboratively with colleagues, contributing to a positive and efficient team dynamic.	Essential	Application and Interview
Commitments:		
Commitment to Muslim Aid's mission, visions and values.	Essential	
Commitment to Muslim Aid's ethos.	Essential	
Commitment to equality of opportunity and diversity.	Essential	
Commitment to Muslim Aid's Safeguarding Policy and Procedure.	Essential	

You will display the competencies below :	
Competencies	Definition
Team working	Collaborative and co-operative approach to engaging with internal and external stakeholders.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee signature:		Employee Name:		Date:	
Line Manager Signature:		Line Manager Name:		Date:	