Finance Coordinator

Green Lane Masjid & Community Centre

CONTRACT TYPE: Part-time – 20 hours per week

REPORTS TO: CEO

SALARY: £25,000.00 - £30,000.00 pro-rata (£13,333.33 –£16,000.00 per annum)

LOCATION: Green Lane Masjid and Community Centre

BACKGROUND TO GLMCC:

Green Lane Masjid and Community Centre is a leading UK mosque situated in the heart of Birmingham serving the community since 1979. Operating from its award-winning grade II listed Victorian building, GLMCC fulfils its mission of inspiring, educating and serving through its educational college, outreach work, welfare services, youth work, international humanitarian wing, as well as its fully functional mosque which is attended by thousands every week

1. PURPOSE OF THE ROLE:

To oversee a variety of financial tasks related to smooth operational running of GLMCC and its charitable subsidiary companies.

2. MAIN RESPONSIBILITIES FOR THE ROLE

Income processing

- Process all weekly income, including cash, card, and online transactions.
- Manage increased donation volumes during Ramadan.
- Process income for large events such as Eid.
- Oversee the organisation's petty cash funds.
- Prepare and reconcile cash floats for events.

Payments and Expenses Management

- Collate all invoices for the weekly payment run.
- Set up bank payments.
- Review and approve payments prepared by the Finance Assistant.
- Collate and organise all monthly direct debit invoices.
- Address any issues with Direct Debit payments.
- Collect and review credit card statements from relevant employees
- Allocate costs to the appropriate departments or projects.

Bookkeeping and Reporting

- Maintain updated and accurate financial records in the accounting system.
- Record all financial transactions, including income, expenses, assets, and liabilities.
- Perform regular reconciliations of bank accounts, ledgers, and other financial record
- Respond to financial queries from internal staff and external parties, including suppliers and auditors.
- Prepare monthly report for external accountants.
- Attend monthly meetings with external accountants.
- Prepare financial reports for internal management and external stakeholders.
- Assist in the preparation of annual budgets and financial forecasts.
- Provide support in the review of payroll.

Annual and Strategic Financial Management

- Coordinate with external accountants to prepare and review annual accounts.
- Facilitate the annual external audit by providing auditors with all necessary financial documentation.
- Processing annual Gift Aid claim
- Lead or support in specific finance-related projects, including system upgrades, process improvements, or financial analysis.

3. PERSON SPECIFICATION (EXPERIENCE, ATTRIBUTES, QUALIFICATIONS)

	CRITERIA	ESSENTIAL/ DESIRABLE
QUALIFICATIONS:		
1.	Finance / Analytical degree (or equivalent)	**ESSENTIAL**
2.	Qualified Accountant	**DESIRABLE**
3.	Valid UK driving license	**DESIRABLE**
EXPERIENCE:		
4.	Minimum 3 years in an accounting role	**DESIRABLE**
5.	Experience of charity sector accounting	**DESIRABLE**
6.	Understanding of double-entry, financial accounting	**DESIRABLE**
7.	Experience in an accounting firm/practice	**DESIRABLE**
SKILLS AND ATTRIBUTES:		
8.	Strong Islamic character and values.	**ESSENTIAL**
9.	Professional and polite under all circumstances, adhering to Islamic principles.	**ESSENTIAL**
10.	Commitment to the aims and objectives of GLMCC.	**ESSENTIAL**
11.	Excellent communication skills in English (written and verbal).	**ESSENTIAL**
12.	Able to manage a demanding workload and work within tight deadlines.	**ESSENTIAL**
13.	Ability to handle sensitive information in a confidential and mature manner.	**ESSENTIAL**
14.	IT literate and competent in using MS Office packages (Excel, PowerPoint, Outlook).	**ESSENTIAL**

4. BENEFITS

- Enjoy 28 days of annual leave, inclusive of public holidays.
- Additional days off for Eid.
- Discounts on GLM educational courses.
- Free Madrasah places for your children.
- Additional leave for Hajj or exceptional circumstances.
- Continuous professional development tailored to your role
- Conducive working religious environment.
- Shariah-compliant pension offered.

DISCLAIMER:

This job description is only a summary of the typical functions of the job, it is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Due to the nature of the role, the responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description. Other duties, as assigned, might be part of the job. Ultimately, all post holders at Green Lane Masjid and Community Centre are expected to be working to the best of their abilities seeking the pleasure of Allah (SWT).

Applications for this role will be accepted until Wednesday 31st December 2025

To apply, please email your CV and a covering letter to HR@greenlanemasjid.org