

Job Description

Ummah Welfare Trust | +44 (0)1204 661 030



Reg. Charity No. 1000851

ROLE	Programmes & Finance Assistant
STATUS	Full-time (based at the Bolton head office)
HOURS	37.5 hours/week
RESPONSIBLE TO	Regional Desk Manager
SALARY	National Minimum Wage

THE ORGANISATION

Established in 2001, Ummah Welfare Trust is a UK-based international relief and development charity. Inspired by the Islamic teachings of empathy, generosity and selflessness, the trust aims to alleviate poverty and suffering across the world, and also ensuring that the rights of those who are neglected and oppressed are fulfilled by providing sustainable development solutions relating to shelter, education, health, and spiritual wellbeing.

Knowing that we are all ultimately accountable to the Almighty, the charity strives to maintain transparency and accountability, and as such the charity also has a full and transparent audit trail from the donor to the beneficiary.

To find out more about the organisation please visit our website on: <https://uwt.org/>

THE ROLE

You will support the delivery of high-quality humanitarian programmes through effective project monitoring, financial administration, and coordination. Working closely with the Regional Desk Manager, Programmes Officer, field teams, and partner organisations, you will ensure consistency, compliance, and continuity in Ummah Welfare Trust's (UWT) programme implementation.

MAIN RESPONSIBILITIES

Programme Support

- Provide comprehensive administrative and coordination support to the Regional Desk Manager.
- Assist in reviewing and processing project funding applications and completion reports in accordance with UWT's policies and eligibility criteria.
- Maintain accurate and up-to-date project files and records of charitable expenditure.
- Respond to feedback and information requests from regional donors, field teams, and partner organisations.
- Represent UWT professionally at all times, upholding its values and standards.
- Ensure adherence to UWT's internal policies, procedures, and compliance frameworks.
- Take initiative in managing, organising, and prioritising tasks effectively, providing regular updates to the team.
- Carry out other duties commensurate with the role as required by management.

Finance

- Lead on monthly data collection and reporting for financial and non-financial metrics across all countries covered by the regional desk.
- Support the preparation of annual budgets, budget revisions, and regular budget vs. actual (BvA) reporting for programmes.
- Maintain a centralised record of financial documentation, including project completion reports and budget reconciliation

- Act as the main liaison with UWT's Compliance Department to ensure all project files meet internal audit and policy standards.
- Serve as the key point of contact for the external audit, ensuring timely preparation and submission of all required documentation.
- Conduct regular internal audits of project files to ensure compliance, completeness, and readiness for external scrutiny

PERSON SPECIFICATION

CATEGORY	CRITERIA	REQUIREMENT
Qualifications	Degree in Accounting / Finance OR AAT qualified	Desirable
Experience	Experience of working under pressure to multiple deadlines in a fast-paced environment	Essential
	To have a flexible approach to work and be able to work as a team player	Essential
	Experience of office administration	Desirable
Skills / Abilities	Good command of verbal and written English	Essential
	Strong grasp of Microsoft Office packages – especially Word and Excel	Essential
	Excellent organisational, interpersonal and communications skills	Essential
	Self-motivated, able to work on own initiative and trustworthy	Essential
	Willing and able to undertake a minimum of 3 international trips of at least 2 weeks each if required to do this.	Essential
Knowledge and understanding	Working knowledge of Arabic Language (Written and Spoken)	Desirable
	Demonstrated knowledge and experience of the humanitarian and non-profit policy sector	Desirable
Other	Personal conduct and delivery of work should comply with the values and culture of Ummah Welfare Trust	Essential
	The ability to occasionally adapt working hours to meet the requirements of the organisation.	Essential
	Hold a valid UK driving license and have full access to your own car.	Desirable

WHAT WE OFFER



28 DAYS ANNUAL LEAVE +
ADDITIONAL LEAVE



FLEXIBLE START AND FINISH TIMES



SHARIA COMPLIANT PENSION
SCHEME



SALARY SACRIFICE EV SCHEME



FUEL ALLOWANCE



ENHANCED PATERNITY PAY



PRAYER WITH CONGREGATION



EDUCATION SUPPORT SCHEME



CASUAL DRESS



ON SITE CAR PARKING



FIELD VISITS

This post is subject to a Disclosure and Barring Service (DBS) check.

The closing date for applications is **1st December 2025**, although the position may close sooner if the right candidate is found.

To apply for this role, please email your CV and Covering Letter to vacancies@uwt.org

Please ensure that you **address how you satisfy each of the criteria in the person specification in your covering letter.**

For more information or discussion about the role please contact: 01204 661048