

Job Title
Finance & Governance Officer

Responsible to
CEO

Hours
Full-time

Salary
Competitive

Location
63 NESFIELD ST (GLOBAL EHSAN RELIEF) BRADFORD, BD1 3ET, United Kingdom



ROLE OVERVIEW

The Finance & Governance Officer will play a key role in ensuring the effective financial management and governance of Global Ehsan Relief. The role will primarily focus on finance operations, including payment processing, bookkeeping, and financial reporting. Additionally, the role will support the organisation in maintaining compliance with UK Charity Commission regulations by ensuring financial policies and practices are robust and aligned with legal standards.

KEY RESPONSIBILITIES

Finance Operations

Process and manage all payments to vendors, suppliers, and other stakeholders, ensuring accuracy and timeliness.

Maintain and update bookkeeping records, ensuring transactions are accurately recorded and categorised.

Conduct due diligence checks on all companies and organisations the charity engages with.

Prepare and submit income and expenditure reports to management on a regular basis.

Reconcile bank accounts and ensure financial records are up to date.

Governance Responsibilities

Ensure financial policies and procedures align with UK Charity Commission regulations.

Monitor compliance with internal financial governance policies and recommend improvements.

Assist in drafting and updating organisational policies to maintain compliance with legal standards.

Support board of trustee meetings from preparing papers, circulating agendas, coordinating diaries and ensuring strong record-keeping, including minute-taking where required.

PERSON SPECIFICATION

Knowledge and Experience

Criteria	Essential
Strong knowledge of finance operations, including bookkeeping and reporting.	✓
Experience in processing payments and conducting due diligence checks.	✓
Understanding of UK Charity Commission regulations and governance standards.	✓

Skills and Abilities

Criteria	Essential
Excellent written and oral communication skills.	✓
Strong organisational and time management skills.	✓
Ability to manage competing priorities and meet deadlines.	✓

Commitment

Criteria	Essential
Commitment to organisational values.	✓
Hard-working and self-motivated.	✓