



# Finance

## OVERVIEW:

- Working in finance has just gone international!
- Work alongside team members across all participating countries to develop strategies, devise training materials and all the necessary reimbursements and budgeting arrangements.
- Working collaboratively will help share best practices, all the while being able to work locally within your country to deliver updates & training, so ensure finance runs smoothly.
- Your work is also supported by vice-reps within regions.

## WHAT DO I NEED FOR THIS ROLE?

- Minimum 2 years' worth of relevant Charity Week experience
- Proficiency in numerical working and admin related tasks
- Ability to work effectively and ensure deadlines are met
- Understanding of the ultimate vision of Charity Week
- Sufficient time to commit to Charity Week between March - November 2021

## WHAT DOES THIS ROLE ENTAIL?

- Manage the budget for the year for the country or regions
- Track and manage expenditure for the year including all invoices and receipts
- Deliver training to ambassadors on how to inform participants of banking procedures
- Coordinate with Islamic Relief/EAA finance team
- Manage and monitor the banking system for funds raised

## WHO WILL BE MY SUPPORT?

- The international shura (Director, Vice-Director, Gen Sec & Internal Comms)
- The national shura (Director, Vice-Director & Gen Sec)
- Regional Vice Reps
- The Islamic Relief / EAA Charity Week coordinators

## WORKING PRACTICES:

### WhatsApp

- You will be expected to actively be a part of 3-4 CW team WhatsApp groups - ensuring you keep up with messages daily



### Online Meetings

- Training sessions - weekly at the start of the year
- Team Meetings - 1hour online meeting fortnightly - weekly
- Occasional global online meetings

### **TRAINING & DEVELOPMENT OPPORTUNITIES:**

- Role training encompassing:
  - Budget & expense management
  - Donation tracking
  - Communicating effectively
- Team working opportunities - internationally & nationally & regionally
- Public Speaking opportunities
- Problem solving opportunities
- In-house Tarbiyyah Sessions

**If you have any questions about the role, do get in touch with us at  
[info@charityweek.com](mailto:info@charityweek.com)**

**APPLY NOW: [charityweek.com/recruitment](https://charityweek.com/recruitment)**