



National Zakat
Foundation



JOIN OUR MISSION

Help Develop the UK's Premier Zakat Institution as
Director of Finance and Governance.

**Dear Prospective Candidate,
Assalamu Alaikum,**

I am delighted to welcome you to National Zakat Foundation's recruitment pack. Thank you for your interest in joining our team and for considering the possibility of contributing to the vital work we do at NZF.

At the heart of NZF are three key themes that guide everything we do: **Community, Knowledge, and Connectivity**. These themes are not just words—they are the pillars that support our mission and drive our daily activities.

Community lies at the core of our work. NZF was established to serve the UK's Muslim community by ensuring that Zakat is distributed locally, benefiting those most in need within our neighbourhoods. We believe that by supporting one another, we strengthen the bonds of brotherhood and sisterhood, creating a more resilient and compassionate society. As a member of our team, you will have the opportunity to work closely with the communities we serve, helping to build and sustain a support network that truly makes a difference.

Knowledge is essential in our mission to make Zakat work effectively for our community. We are committed to educating and informing both Zakat givers and recipients about the profound impact of Zakat. This commitment to knowledge extends to our internal culture as well. At NZF, we foster a learning environment where every team member is encouraged to grow, innovate, and contribute new ideas. Your expertise, insights, and continuous development are valued here, and we are eager to support you on your journey.

Connectivity is what enables us to fulfil our mission. In today's world, being connected means more than just staying in touch; it means building bridges between people, organisations, and ideas. NZF strives to connect those who give with those who need, creating a powerful network of support that spans across the UK. Our work depends on strong connections—within our team, with our partners, and with the communities we serve. By joining NZF, you will become part of a network dedicated to creating positive change through collaboration and shared purpose.

As you explore this recruitment pack, I hope you gain a clear sense of our impact and the values we uphold. NZF is more than just a place to work—it is a community of passionate individuals committed to making a difference. We are looking for people who share our vision and are ready to bring their skills, energy, and dedication to our team.

I invite you to consider how you can contribute to our mission and become part of our journey to transform lives through the power of Zakat. Together, we can continue building a future where every Zakat truly matters, strengthening our communities and making them more connected and knowledgeable.

Thank you once again for your interest in the National Zakat Foundation. I look forward to welcoming you to our team.

Warm regards,



Dr Sohail Hanif
Chief Executive, National Zakat Foundation

ABOUT NZF



Introduction to National Zakat Foundation

Welcome to National Zakat Foundation (NZF), the leading Zakat institution in the UK dedicated to the local distribution of Zakat.

Since our founding in 2011, NZF has been at the forefront of empowering Muslims across the UK by ensuring that our Zakat reaches those who need it most within our local communities.

We believe that Zakat, one of the five pillars of Islam, has the power to transform lives and uplift communities when distributed effectively and responsibly.

Our mission is simple but profound: to make Zakat work for the UK's Muslim community. By collecting Zakat from those who are able to give and distributing it to those in need, NZF provides critical support to vulnerable individuals and families, providing relief and helping them to self-sufficiency.

Over the years, NZF has facilitated millions of pounds in Zakat distribution, directly impacting thousands of lives across the country.



Our History and Background

National Zakat Foundation was established in response to a pressing need within the UK's Muslim community: the need for a trustworthy, effective, and transparent mechanism to distribute Zakat locally.

Before NZF's establishment, much of the Zakat given by British Muslims was sent abroad, at times with little visibility into how it was used.

While international giving remains important, there was a growing recognition that significant needs existed within our own communities that were not being adequately addressed.

NZF was founded to fill this gap by creating a platform that allows Muslims in the UK to give Zakat locally, ensuring that their contributions are used to support those in need within their own neighbourhoods. Our approach is unique in that we focus solely on the UK, making sure that the Zakat impacts on those within your own community.

Over the past decade, NZF has grown rapidly, both in terms of the amount of Zakat we distribute and the impact we've had.

We've developed a robust distribution system, established strong partnerships with local organisations, and built a reputation for transparency and accountability.

Today, NZF is recognised as the leading Zakat institution in the UK, and we continue to innovate and expand our services to better serve our community.

Why Work with NZF?

Joining NZF is not just about having a job; it's about being part of a mission-driven organisation that is making a tangible difference in people's lives.

Here's why NZF is a great place to work:

Key Area	Quality
Purposeful Work	At NZF, you'll be part of a team that is dedicated to empowering and uplifting those in need. Every day, your work will contribute to meaningful change, helping to alleviate poverty and build stronger, more resilient communities.
Values-Driven Culture	Our work is guided by the principles of Islam, particularly the values of compassion, justice, and accountability. We strive to create a workplace that reflects these values, where every team member is respected, supported, and encouraged to grow both personally and professionally.
Innovation and Impact	NZF is a dynamic and forward-thinking organisation. We're always looking for new ways to increase our impact and improve our services. As part of our team, you'll have the opportunity to contribute ideas, take on new challenges, and help shape the future of Zakat distribution in the UK.
Learning and Development	We are committed to the ongoing development of our staff. Working with NZF means having access to a range of learning opportunities, from formal training programs to hands-on experience in a fast-paced, impactful environment.
Supportive Environment	At NZF, we believe in the importance of work-life balance and strive to create a supportive environment where our employees can thrive. We offer flexible working arrangements and a range of benefits designed to support your well-being.
Community Engagement	Working with NZF gives you the chance to give back to our communities. Whether through outreach programs, events, or direct service delivery, you'll have the opportunity to see firsthand the impact of your work and build connections with the people whose lives you're helping to improve.

The impact of our work

The impact of NZF's work can be seen in the lives of those we serve.

From helping individuals escape the cycle of poverty and get back into work, to supporting refugees and asylum seekers, from assisting single mothers to providing emergency relief in times of crisis, NZF's work touches thousands of lives each year.

Our rigorous application process ensures that Zakat reaches those who are most in need, providing relief and helping people achieve longer term stability.

Our commitment to transparency means that donors can see exactly how their Zakat is being used and the difference it's making.

This trust is at the heart of what we do and is one of the reasons why so many people choose to give their Zakat through NZF.

Join us in making a difference

If you're passionate about social justice, committed to helping those in need, and eager to work in an environment that values innovation, integrity, and impact, then NZF is the place for you.

We're looking for talented and motivated individuals to join our team and help us continue to grow our reach and deepen our impact.

As part of NZF, you'll be joining a community of like-minded individuals who are dedicated to making a difference. You'll have the opportunity to work on projects that matter, contribute to a cause you believe in, and be part of a team that is changing lives.

We look forward to receiving your application and hopefully welcoming you to the NZF family.

Thank you for your interest in working with the National Zakat Foundation. Together, we can make a difference!



**Thank you for your interest in working with NZF.
Together, we can make a difference.**



JOB DESCRIPTION



Director of Finance and Governance

Overview

We seek a visionary Director of Finance and Governance to join our senior leadership team, providing strategic direction and leadership of NZF's Finance and Governance.

You will play a pivotal role in shaping the overall direction of the charity.

The role provides senior financial leadership and advice and effective management of the Charity's financial and people resources.

Reports to: Chief Executive

Direct reports: Head of Finance, Business Support Manager.

Location: Flexible (London for NZF meetings)

Pay Salary: £60-65k per annum depending on experience

Term: Permanent / Full time

About NZF

National Zakat Foundation (NZF) gives Muslims in the UK a way to bring their Zakat to life. With over ten years' experience in collecting and distributing Zakat in the UK, NZF seeks to develop a seamless and simple experience for givers and recipients and build scalable services which are ready for NZF's ambitious plans for growth.

We adhere to the principles of Zakat, ensuring that funds are managed with the utmost integrity and efficiency to maximise their benefit, and comply with UK GAAP and Charity Commission rules and Islamic financial principles.

Key Responsibilities

Financial Strategy and Leadership

- Develop and implement financial strategies aligned with the Charity's Mission and strategic goals.
- Oversee all financial activities, including leading the finance team with the preparation of financial reports, income statements, balance sheets, budget reports and financial forecasts.
- Maximise resource utilisation of charity funds, enhance organisational effectiveness, and support financial sustainability initiatives.
- Guide decision-making and resource allocation through robust financial analysis. · Provide financial advice, as required, to the Board, the CEO, Directors and other staff, ensuring it is suitably presented for ease of understanding.
- Ensure the development and adherence to financial policies and procedures. ·
- Oversee audits and the development of the annual report.
- Manage financial forecasting, recommend and implement the Charity's investment strategy.

- Partner with functional leads to empower them with guidance and resources for achieving short and long-term goals.
- Maintain financial controls to ensure the Charity meets its objectives within agreed financial parameters.
- Foster a culture of excellence in performance and ongoing improvement, ensuring that Key Performance Indicators targets are achieved.

Governance and Risk Management

- Ensure sound financial management and effective compliance within accounting and legal standards.
- Lead on the Charities risk management strategy and framework for NZF, ensuring an effective framework that covers all departments to mitigate any risks affecting the Charity.
- To contribute and lead on the development of effective policies and efficient systems, controls and procedures for all matters relating to Finance, Governance and Risk Management.
- Act as Company Secretary, ensuring that the organisation complies with corporate governance requirements. Ensure compliance with the Charity's Regulators' including HMRC, the Charity Commission, Companies House and The Pension's Regulator.
- Support the Board of Trustees and sub-committees or advisory groups in fulfilling their legal duties and responsibilities.
- Prepare and make recommendations on decision papers for the CEO and Board and Sub Committees.
- Facilitate effective communication and engagement with donors, partners, auditors, banks and other financial institutions and regulators of the Charity.
- Ensure appropriate legal support to the organisation, seeking advice where appropriate and lead on action to ensure compliance with relevant legislation and work to best practice.
- The role will encompass the strategic oversight of data protection and compliance for NZF, acting as the Data Protection Officer (DPO) to ensure adherence to all relevant data protection laws and regulations.
- Within governance is oversight of all governance pertaining to HR, including HR frameworks, policies and procedures.
- You will undertake any other duties and tasks requested by CEO commensurate with the role.

Approach

- Keep up to date with best practice in financial, governance and risk management.
- Understand and support the vision, mission, and values of NZF.
- Develop and maintain detailed knowledge and information on NZF funds and priority areas.
- Adhere to and champion NZF's policy and practices on safeguarding.
- Promote effective and clear internal and external communications.
- Ensure the approach is coordinated with key stakeholders across the organisation.

Relationships and Stakeholders

- Line management and development responsibility for the finance, people and business support staff.
- CEO, Board members, Directors, Heads and other staff across the organisation.
- External consultants, auditors, regulatory bodies, freelancers, stakeholders, and partners.

Person specification

Knowledge, skills, qualifications, experience and behaviours required to achieve role's objectives:

Criteria	Essential (E) or Desirable (D)
Knowledge and Skills:	
A strong understanding of Zakat within the context of the five pillars of Islam.	E
Strategic financial analysis and budgeting ability.	E
Risk Management knowledge and experience.	E
Project Management and experience in financial systems implementation and roll-out.	E
Knowledge and application of Charity governance, legal and compliance processes, including UK GAAP and Charity Commission regulations	E
Proven strategic planning skills.	E
Proven critical thinking ability.	E
Excellent analytical, problem-solving, and decision-making skills, with attention to detail and accuracy.	E

Strong knowledge of accounting principles and practices, financial reporting standards, budgeting and forecasting methods, and laws and regulations applicable to charities.	E
Proficient in using accounting software, spreadsheets, databases, and other financial tools.	E
Effective communication and presentation skills, both written and verbal, with the ability to communicate complex financial information to financial and non-financial audiences.	E
In-depth understanding of GDPR and other relevant data protection laws.	E
Extensive experience in leadership and people management.	E
Qualifications and Experience:	
At least ten years of progressive experience in financial management, including at Director/CFO level, preferably in the nonprofit sector or in a similar environment.	E
Experience effectively supporting Board of Trustees/CEO/Directors.	E
Professional financial qualification: FCCA, ACA, or CIMA.	E
Proven record of strategic leadership at a senior leadership level in Finance and Governance.	E
Experience in overseeing a department and developing team members.	E
Experience in identifying and supporting opportunities for developing an organisation's financial sustainability.	E
Educated to degree level, with a minimum 2:1 Degree.	D
Data Protection certifications such as CIPP/E, CIPM, or similar.	D

Behaviours:	
Proactive and self-motivated.	E
Humble: willing to engage at all levels of work to ensure the role is performed well.	E
High ethical standards and integrity, with a commitment to the values and mission of the charity.	E
Passionate about developing welfare support for UK Muslims.	E

+ How to apply

Send a cover letter with a CV by email to **Sohail Hanif, Chief Executive** at recruitment@nzf.org.uk.

The cover letter must show why you are a suitable candidate, demonstrating any relevant knowledge and skills, experience and behaviours that match the requirements for the post.

The cover letter should not exceed 2 sides of A4.

The deadline for applying to this role is September 20th 2024

If you are shortlisted, you will be given a few days to complete a pre-interview assessment. Interviews will commence shortly after.

Note: an application for a DBS certificate will be submitted in the event of the individual being offered the position. A copy of the Charity's 'Hiring policy -ex offenders' is available on request.



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National Zakat Foundation (NZF) is a registered charity in England and Wales (1153719)