

Job Description

Position	Management Accountant
Reports to	Head of Finance
Department	Finance
Location	Remote
Pay	£30,000 - £40,000 per annum
Term	Permanent, Full Time
Start date	ASAP

About NZF

National Zakat Foundation (NZF) gives Muslims around the UK a way to bring their Zakat to life.

It is the only organisation with a nationwide reach that helps Muslims calculate and give Zakat or apply for Zakat.

This is an exciting time to join NZF. With over ten years' experience in collecting and distributing Zakat in the UK, NZF seeks to help as many people in need as possible with an experience that makes them feel valued members of the Muslim community.

How this post supports NZF's vision and mission

The post-holder will be responsible for offering support to the Head of Finance to ensure effective outputs within a high-performance environment, adhering to the highest standards of accounting.

The main responsibilities of this role include preparing and analysing financial reports, tracking and interpreting key performance indicators, and supporting the budgeting and forecasting processes. You will assist in ensuring financial compliance and contribute to the development of financial policies and procedures. The role also involves providing financial insights to support decision-making across departments and collaborating with the Head of Finance on strategic planning and reporting.

To succeed in this role, you will have a passion for the non-profit sector and a strong commitment to financial integrity. You will be highly organised and detail-oriented, with excellent analytical skills. You will be proactive and possess strong oral and written communication abilities, capable of explaining financial information clearly to non-financial stakeholders. You will be confident working independently and collaboratively, building effective relationships with colleagues across the organisation. You will be motivated, adaptable, and committed to continuous improvement in financial management practices.

Typical Accountabilities of position:

Financial Reporting and Analysis:

- Prepare monthly, quarterly, and annual financial reports for internal and external stakeholders.
- Ensure accuracy and timeliness of financial data and reporting.
- Monitor financial performance and provide variance analysis against budget.

Budgeting and Forecasting:

- Support the Head of Finance in preparing annual budgets and forecasts.
- Track actuals against budget and provide insights to improve financial planning.
- Assist departments in understanding and managing their budgets.

Compliance

- Ensure compliance with financial regulations and accounting standards.

- Support the preparation and submission of statutory accounts and returns.
- Maintain accurate financial records and documentation for audit purposes.

Strategic Support

- Provide financial insights and analysis to support strategic decision-making.
- Contribute to financial modelling and scenario planning.
- Support the development and implementation of financial policies and procedures.

Contracts Register and Procurement Support

- Own and maintain NZF's contracts register, capturing all supplier contracts, renewal dates, price escalation clauses, and in-year variances against budget.
- Proactively monitor contract performance and alert the Head of Finance to upcoming renewals, price changes, or budget exposures ahead of their impact.
- Support the Head of Finance in providing financial oversight and challenge on procurement decisions, including value for money assessment, spend analysis, and supplier appraisal, in line with Charity Commission guidance on financial stewardship.
- Maintain accurate records of supplier agreements to support audit and governance requirements.

Approach

- Comply with relevant legislation and regulation ensuring that good practice is observed.
- Understand and support the vision, mission and aims of NZF.
- Adhere to and champion NZF's policy and practices on safeguarding.
- Ensure the approach is coordinated with key stakeholders across the organisation.
- Undertake any other duties requested by the line manager commensurate with the role.

Relationships and Stakeholders

- Executive Team, Trustees, and other staff across the organisation.
- External auditors, consultants, and financial partners.

Why work with NZF?

- Flexible working
- Enhanced Maternity / Paternity pay
- Ethical pension
- Health cash plan (Medicash)
- Days off for religious holidays

Knowledge, Skills, Qualifications, Experience and Behaviours required to achieve role's objectives:

Knowledge and Skills:	Essential (E) / Desirable (D)
Excellent written and verbal communication skills. Ability to communicate effectively to a diverse audience.	E
High level of diligence and attention to detail	E
Adaptability to learn about and develop new areas of work	E
Ability to manage multiple priorities, while delivering to a high standard	E
Knowledge of charity legislative, regulatory and governance landscape.	D

Knowledge of contracts management and procurement oversight in a finance context	E
Experience of maintaining a contracts register or equivalent supplier management function	E
An understanding of Zakat within the context of the five pillars of Islam.	D
Knowledge and experience working with Microsoft Excel, Power BI and Microsoft Dynamics Business Central	D

Qualifications and Experience	Essential (E) / Desirable (D)
Demonstrable experience of financial reporting to senior management and internal stakeholders	E
Qualified or part qualified accounting qualification (eg ACCA, CIMA etc)	E
Experience of working in partnership and building credibility with people at all levels	E

Behaviours	Essential (E) / Desirable (D)
Proactive and self-motivated	E
Committed to maintain and enhance the mission and ethos of the organisation	E
Committed to very high professional standards and integrity, including confidentiality	E
Ability to work both collaboratively and independently	E

How to apply

Send a cover letter with a CV by email to Rizwana Mayat at recruitment@nzf.org.uk

The cover letter must state 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.

Applications close at 5pm on 31st August 2026

Interviews expected to take place w/c 7th September 2026