



Person Specification

To apply, please send a cover letter and your CV to jobs@belfastislamiccentre.org.uk clearly articulating how you meet the job criteria no later than the closing date specified on the website. Any informal queries can also be emailed at the above email address. Late applications may not be entertained.

Book Keeper

	Essential	Desirable
Training and Education	GCSE, A levels or equivalent	Bachelor's Degree
Experience	<p>Basic knowledge of Islam and Muslim Culture.</p> <p>Knowledge of basic spreadsheet functions for maintaining accurate financial records</p>	
Behavioural skills & Competencies	<p>Communication Experience of working in a role which requires effective written and verbal communication skills. Ability to lead the conversation in one to one and group settings. Good English writing skills to compile reports and maintain correspondence with external stakeholders is an essential requirement of this role.</p> <p>Motivation & Drive Self-driven individual who is passionate about the work of charity organisations, able to deliver results, keen to learn and try new approaches. Past experience of helping an organisation to achieve goals and making an overall positive impact.</p> <p>Flexible and able to revise the plan when needed and highlights areas for continuous improvement.</p> <p>Community Focus Able to build and mature effective Community relationships across wider communities, a variety of cultures, personalities and sectors. Demonstrable experience of effectively operating with diverse communities and individuals with the mindset that transcend cultural boundaries.</p> <p>Possess digital skills to effectively use social media platforms to interact and engage wider communities.</p> <p>Computer Skills</p>	<p>Experience of working with culturally diverse groups of people and managing complex stakeholders.</p> <p>Able to present Muslim Community to wider societies in NI. Curious to understand diverse perspectives.</p> <p>Demonstrable experience of working with Google workspace.</p>



	<p>Microsoft Office skills to work on documentation, spreadsheets, presentations and Emails.</p> <p>Demonstrable experience of computer skills.</p> <p>Understanding of good quality standards and practices.</p>	<p>Able to maintain website and facebook pages.</p>
<p>Special Circumstances</p>	<p>Able to work outside core hours when required, including weekends.</p> <p>Able to deliver short information courses about Islam across NI to Muslim and non-Muslim audience.</p>	<p>Clean Driving License.</p>

In the case of a high number of applicants, Belfast Islamic Centre reserves the right to shortlist also on the basis of desirable criteria.