



Forum for Discussion of Israel and Palestine (FODIP)

Finance Officer (Part-Time)

FODIP are currently seeking to appoint a part time Finance Officer. An exciting opportunity has arisen to join the FODIP team in a vital supporting role. This is a unique post which offers excellent experience within the charity sector, particularly in an organisation committed to interfaith dialogue and conflict transformation. The role requires sensitivity and some understanding of religious approaches to the Holy Land, as well as a commitment to interfaith dialogue between Jews, Christians and Muslims in the UK.

The Finance Officer will be responsible for overseeing FODIP's financial processes and ensuring the smooth running of all aspects of the charity's finances. The successful applicant will work closely with the Director and the Honorary Treasurer, contributing to the effective financial governance of the organisation.

The position will commence in June 2025, part-time (on 0.5 of a full time week) working partly from home and partly from the FODIP office in Manchester.

Salary: £15,000 per annum for 17.5 hours per week (0.5 FTE)

Location: Hybrid – Manchester office one day a week and remote working

Contract: Part-time, with an initial probationary period of 6 months

The Trustees/Director reserve the right to ask for timesheets to be completed. The Finance Officer will be expected to attend trustees' meetings (currently 3/4 times per year) as part of their duties.

Key areas of responsibility include:

- Day-to-day financial management
- Project budget oversight
- Grant reporting and financial compliance
- Supporting fundraising applications with accurate financial data
- Maintaining record keeping, especially regarding all financial transactions
- Submitting accounts to treasurer/accountant in preparation for the Annual Report
- Preparing the Annual Accounts
- Assisting the FODIP Honorary Treasurer and Director

Job Description

This is a key role within a small, dedicated team and requires an individual with excellent organisational skills, a good working knowledge of charity finance, and a high level of integrity and accuracy. The post-holder must be aligned with FODIP's values of promoting understanding and dialogue between Jewish, Christian and Muslim communities in the UK.

Main Duties and Responsibilities

- Manage day-to-day financial operations, including bookkeeping, invoicing and processing payments.
- Prepare monthly and quarterly financial reports for the Director and Trustees.
- Liaise with the Director and Honorary Treasurer on budget monitoring and forecasting.
- Manage project budgets, ensuring alignment with grant terms, and provide timely and accurate financial reporting for and to funders.
- Monitor restricted and unrestricted income and expenditure.
- Ensure that all financial transactions are recorded accurately and in accordance with charity accounting principles.
- Support the preparation of year-end accounts and liaise with independent examiners as required.
- Assist in the preparation of financial information for grant applications and fundraising bids.
- Ensure financial compliance with charity regulations and internal policies.
- Maintain accurate records and filing systems (physical and digital) related to finance.
- Attend occasional trustee meetings (online or in person) to provide financial updates.
- Work collaboratively with other team members to support the overall administration of FODIP.

Person Specification

Essential:

- Previous experience in a finance role, ideally within a charity or not-for-profit context.
- Understanding diverse income streams that apply to charities
- Strong bookkeeping skills and ability to create financial monitoring processes
- Understanding of financial compliance and governance in the charity sector.
- Experience managing project budgets and reporting to funders.

- Excellent attention to detail and organisational skills.
- Ability to work independently and manage time effectively.
- Strong communication skills and the ability to present financial information clearly to non-specialists.
- Familiarity with restricted/unrestricted fund accounting.

Desirable:

- Experience preparing accounts for independent examination.
- An interest in interfaith or peacebuilding work.

Terms of Appointment

- Part-time: 17.5 hours per week (0.5 FTE)
- Salary: £15,000 per annum
- Contract: Fixed-term or rolling (to be agreed) with probationary period of 6 months (review after 3 months)
- Working pattern: Flexible hours, hybrid working
- Location: Combination of remote work and Manchester-based office
- Occasional attendance at trustee meetings (3–4 times annually)
- Support provided by Director and Honorary Treasurer

Application

Application procedure and further information

Please send your CV and a letter of application addressed for the attention of Sadia Akram to admin@fodip.org.uk

Deadline for applications is **Monday 12th May at 5pm**

If you are successful interviews will be held on **21st May 2025** at our office in **Manchester**

FODIP (The Forum for Discussion of Israel and Palestine)

is a registered CIO (#1189476), established in July 2008 to improve interfaith relations in the UK in the context of the Israeli Palestinian issue.

Our Goals

- To enable Jews, Christians, Muslims – and those of other faiths and none – to talk positively and sensitively together about Israel/Palestine;
- To create and maintain safe spaces for difficult conversations;
- To promote mutual trust as the foundation for building good relations;
- To provide opportunities to share and to listen to different perspectives;
- To engage with challenging discourse

Our Values

Promoting understanding, empathy and respect between individuals and communities, valuing our common humanity.

Our Parameters

- Independent of any one faith or religious body.
- Embedded in the UK conversation.
- No one shared political position on the Israeli/Palestinian conflict.
- Transparency in meeting our goals and values, especially in relation to funding.

FODIP is an Equal Opportunities Employer, which means we respect and value all candidates based on skills, abilities and qualifications. We welcome people from all backgrounds and communities, and do not discriminate in relation to race, age, religion, sexual orientation, gender identity, physical or mental disability. We are committed to creating a diverse and inclusive working environment.