

JOB ADVERT

POST : **ACCOUNTS SECRETARY**
HOURS : **9.30AM TO 5.00 PM – MONDAY TO FRIDAY**
DEPARTMENT : **FINANCE AND ADMINISTRATION**
SALARY : **£18,000 PER ANNUM GROSS**

MAIN DUTIES:

1. Recording and processing of payments of invoices;
2. Recording and processing of banking;
3. Secretarial duties in the Finance and Administration section;
4. Attending to queries on a one to one basis and over the phone;
5. Secretarial duties in the HR section.
6. Secretarial duties in the Administration section.

MAIN REQUIREMENTS:

1. A good grade in Accounting at A Level/Diploma in Accounting;
2. A minimum of two years' experience as secretary in an accounting office or accountancy firm;
3. The candidate must be a good organiser and familiar with Microsoft words, Access, Excel, Outlook and PowerPoint.
4. Must be a team worker and be able to work on own initiative as well.
5. Organising courses and activities, when needed.
6. Languages – Must have a good command of the English language both written and spoken. Command of other languages is an added advantage
7. Need high level of skill in dealing with the public, organisations and media.

The London Central Mosque and The Islamic Cultural Centre is an equal opportunity employer. If you are sure that you have the necessary qualifications, experience and knowledge of the job, please pick up a job application form from Reception or office 211 on the second floor of the Administrative building. Application form can be downloaded from our website at www.iccuk.org. **The closing date for application to reach us is now 31 October 2016.**

For any further information, please contact Mr. Feizal Muttur, Head of Finance & Admin on 0207 725 2215 or e-mail him on finance@iccuk.org.