

Finance Support Officer (Volunteer)

Role description

Organisation: The Muslim Lived Experience Network CIC
Role Type: Volunteer
Location: Hybrid (London-based/remote working)
Time Commitment: 3 hours per week (minimum), permanent
Reports to: Operational Lead, Co-Directors
Start Date: Immediate

About Us

The Muslim Lived Experience Network (mlxn.org.uk) is a lived experience-led organisation committed to supporting individuals experiencing mental health challenges. We offer faith-informed peer support interventions, lived experience-related workshops and events, Islamic talks on mental health related topics, hospital 'Muslim Faith Kits', training, consultation, ad hoc support and signposting.

Our team is made up of dedicated volunteers united by a shared mission to attain the pleasure of Allah (SWT). We strive to achieve this by bringing peer support and lived experience perspectives to our communities - to educate, reduce stigma and improve the quality of life for people living with mental health conditions.

Role Purpose

The **Volunteer Finance Support Officer** provides essential support to the organisation's financial administration, helping to ensure accurate record-keeping, transparency, and good financial practice.

This role focuses on logging income and expenditure, processing expense claims, and supporting basic financial processes. Over time, there may be opportunities to support additional functions such as payroll administration and financial reporting.

All volunteers act as Ambassadors for MLXN and commit to positively promoting the network, its mission, and its work wherever appropriate.

Key Responsibilities

1. Financial Administration

- Maintain accurate records of income and expenditure
- Log financial transactions in spreadsheets or accounting systems
- Ensure all financial records are up to date and well organised
- Support reconciliation of accounts where required

2. Expenses Processing

- Process volunteer and organisational expense claims in a timely manner
- Check expense forms for accuracy and completeness
- Ensure appropriate approvals are in place before processing payments

- Maintain clear and auditable records of all expense claims
- 3. Financial Compliance & Good Practice**
 - Support adherence to basic financial controls and organisational procedures
 - Maintain organised records for audit and reporting purposes
 - Assist in ensuring transparency and accountability in financial processes
 - Handle financial information with confidentiality and integrity
 - 4. Support to Finance & Operations**
 - Assist the Operational Lead and Directors with finance-related tasks
 - Support preparation of simple financial summaries or reports where needed
 - Contribute to improving financial processes and systems over time
 - 5. Future Development (As Role Evolves)**
 - Support basic payroll administration (e.g. tracking payments, records)
 - Assist with budgeting or funding-related financial tracking
 - Contribute to financial reporting for funders or stakeholders
 - 6. Safeguarding & Conduct**
 - Maintain confidentiality and handle sensitive financial information appropriately
 - Be aware of safeguarding principles and escalate concerns where necessary
 - Uphold MLXN's values, including professionalism, trust, and accountability
 - 7. Personal, Professional & Spiritual Development**
 - Attend relevant meetings, training, and supervision
 - Develop skills in financial administration and charity/CIC finance practices
 - 8. Ad hoc**
 - Support the wider team with relevant tasks where appropriate

Person Specification

- Good organisational skills and strong attention to detail
- Confidence working with numbers and basic financial data
- Ability to accurately record and manage financial information
- Familiarity with spreadsheets (e.g. Excel or Google Sheets); accounting software is a bonus
- Trustworthy, reliable, and able to handle confidential information with care
- Ability to follow processes and maintain accurate documentation
- Good communication skills and ability to work collaboratively
- Willingness to learn and develop financial administration skills
- Understanding of, or interest in, charity/CIC financial processes and compliance
- Alignment with the values of a Muslim-led, inclusive organisation

Desirable (but not required):

- Previous experience in a finance, bookkeeping, or administrative role
- Experience processing expenses or managing budgets
- Basic understanding of payroll processes
- Familiarity with financial reporting for charities or CICs

What You'll Gain

- Practical experience in financial administration within a mission-driven organisation
- Opportunity to develop bookkeeping and finance skills
- Insight into CIC/charity financial processes and compliance
- Flexible volunteering within a supportive team
- A professional reference and volunteer certificate upon completion

Expression of Interest

Please email team@mlxn.org.uk with a summary of why you're interested in this role and how you meet the above person specification.

