



KNOWLEDGE
TO ACTION



Part-Time Business Administrator

• Location

Bolton (Greater Manchester)

• Contract Type

Part Time and Flexible
(Up to 12 hours per week)

• Salary

£18-22k depending on experience
(Pro Rata)

• Benefits

25 Days Holiday (Pro Rata)

If you have the necessary skills, a proactive attitude, and the drive to contribute to our mission, we'd love to hear from you! Join our team and help us make a positive impact on our communities.

To apply for this position, please email your C.V. and covering letter setting out your interest and suitability for the role to:

recruitment@ilm2amal.org

Application Deadline:

Friday 8th December 2023

To find out more about working with us, visit:

i2astore.com/careers

About Knowledge to Action

We are specialists in character development and social action, providing educational resources and training to empower educators and parents who are shaping the future generation. Our vision is centred on nurturing confident and skilled young British Muslim leaders who will benefit society through their faith-inspired values and contributions.

Our mission is to focus on the holistic development of Muslim children and youth and to make transformative character education accessible to the communities they live in.

As our organisation expands, we are seeking skilled individuals who share our passion and commitment to transform this vision into reality.

Find out more about our organisation at ilm2amal.org.

The Role

We are seeking an Administrator based in Bolton to support our Operations team in the Northwest of England. This role involves close collaboration with the senior management team and support from our wider accounts department.

Job Description

Customer Service

- Handling incoming sales phone and email enquiries.

Managing Sales Process

- Preparing customer orders for dispatch and overseeing stock levels.

Accounts Support

- Raising invoices, managing credit control, and assisting with monthly bookkeeping using accounting software (training on accounting systems will be provided).

Events Coordination

- Managing logistics for training events and conferences as required.

Project Support

- Providing ad hoc assistance to the management team.

Person Specification

Essential Criteria

Skills and Experience

- Previous experience in a business admin role.
- Proficiency in Microsoft Office, especially Excel.
- Strong written and verbal communication skills.
- Ability to work independently with excellent organisational skills.
- Comfortable meeting deadlines and working within tight response times.
- Strong problem-solving abilities with keen attention to detail.
- Driving ability and access to a car (business mileage reimbursed).

Work Ethic and Attitude

- Reliable, self-starting, and trustworthy.
- Possesses a growth mindset and 'can do' attitude with flexibility.
- People-centric, goal-oriented, and performance-driven.
- Comfortable working in a fast-paced, collaborative environment; must be a team player.
- Dedication and commitment to continuous improvement.
- Excellent time management skills.
- Enthusiastic, fostering enthusiasm in others.

Desirable Criteria

- Previous experience working at a UK based charity.
- Proficient use of Sage 50 Accounts or similar accounting software.