

Head of Finance (Voluntary Role - ~2 to 4 hours per week)

Voluntary Position. Remote/London for quarterly in-person team meetings

Section 1: Key Information & How to Apply

Title: Head of Finance (Voluntary Role)

Contract: This is a voluntary role. We encourage applications from individuals who intend to remain in post for between 1-2 years.

Location: Hybrid – with opportunities to attend in-person meetings in London.

To apply, please fill in the Google Form [here](#) by the application deadline, Friday 21 November 2025.

Section 2: Job Description

About Us:

Muslims in Public Policy (MIPP) is a dynamic and growing organisation dedicated to empowering Muslims in the realm of public policy. We believe in fostering a strong sense of community and representation for Muslims in this sphere. As we expand our reach, we are seeking a talented and highly motivated individual with experience in local or central government and/or media to join our leadership team as Head of Finance. Our leadership team drives the strategic direction of MIPP and acts as outward facing ambassadors to our community, stakeholders and funders. This role MIPP is an equal opportunity employer and actively encourages applications from underrepresented groups, especially those from black and minority ethnic and lower socioeconomic backgrounds.

Responsibilities:

- Internal accounting: as Head of Finance, you would maintain up-to-date quarterly accounts for advisory board review and annual/regular submissions to Companies House.
- Leadership position: as a member of our leadership team, you would participate in high level MIPP and advisory board meetings, helping to guide MIPP initiatives and operations with the benefit of your experience and knowledge of the accounts.
- Budgeting: as the officer with the authority to sign off and reimburses expenses, you

would coordinate closely with the events, outreach and communications teams to manage quarterly budgets.

- Grant and finance applications: as Head of Finance you would lead the drafting and submission of grant applications on MIPP's behalf to major Voluntary and Community Sector (VCS) funders and investors aligned with MIPP's mission.
- Funder and sponsor relations: as Head of Finance, you will be responsible for maintaining strong relationships with current and potential funders, ensuring timely reporting.

* The nature of this role is dynamic, and the responsibilities outlined above are not exhaustive. As our organisation evolves, the Head of Finance may be expected to adapt and take on additional tasks to meet the emerging needs and opportunities within MIPP's leadership team and internal monitoring work. Flexibility and a proactive approach to new challenges are key attributes we seek in the ideal candidate.

What you will gain:

- **Strategic Exposure and Influence:** Work at the intersection of media, policy, and community representation, shaping how Muslims in public policy are seen and heard at a national level. You will have the opportunity to directly influence MIPP's strategic communications and public profile.
- **Access to Senior Networks:** Engage closely with senior figures across government, public affairs, and policy, including our national mentoring cohort and Senior Advisory Group, comprising former Chief Executives and senior civil servants from local and central government. You will gain valuable insight into leadership perspectives and decision-making within the UK public sector.
- **Thought Leadership Opportunities:** Play a visible role in shaping MIPP's public voice through published communications, statements, and thought pieces, positioning yourself as a leading voice on Muslim representation and inclusive policy practice.
- **Collaborative Leadership Experience:** Join a driven and diverse leadership team of Muslim professionals spanning local government, Whitehall, think tanks, and the voluntary sector. You will contribute to strategic decision-making and have a direct hand in the direction and impact of a growing national organisation.
- **Professional Growth and Purpose:** Deepen your understanding of non-profit strategy, governance, and partnership management within a values-driven context. Your work will contribute tangibly to empowering Muslim professionals and shaping a more equitable and representative public policy landscape.

Section 3: Person Specification

Essential Criteria:

- You **must** be an existing or previous public policy professional (local, regional, national government or other public sector related role - e.g. NHS management, public sector consultancy) with a minimum of 1 year's experience.
- Passionate about media & communications, and spotlighting the contribution of Muslims in the field of government and public policy.
- Exceptional interpersonal, communication and leadership skills, written and verbal.
- Attention to detail, organisation and ability to manage and adapt to various tasks.
- Passion for public policy and a commitment to empowering Muslims in this field

Desirable Criteria:

- 3 years' overall experience in local, central or regional government or other

public sector bodies

- Minimum 1 year experience working in finance, sponsorship and accounting.
- A strong network within the Muslim community, and ability to harness connections for organisational benefit.

Enquiries:

If you have any enquiries regarding the voluntary role advertised above, please contact us by email at info@muslimsinpp.org.