

SENIOR CONSULTANT

The UKIFC was established in 2005 as a specialist advisory and developmental body focused on promoting and enhancing the global Islamic and ethical finance industry.

As a dynamic and forward-thinking not-for-profit organisation our Advisory Board Members, who provide pro bono support, have defined and evolved the role we play in making a tangible impact in the global Islamic finance sector.

Our principle service areas are: Advisory, Ethical Finance, Training and Awareness and Thought Leadership.

JOB DESCRIPTION – SENIOR CONSULTANT AND RESEARCHER

Location: Glasgow and London (*please note you will be responsible for your own work visa if applying from outside the UK*)

Team: Advisory and Thought Leadership

Line Manager: TBC

Salary: £40,000 – £50,000 for 12 month fixed term contract, depending on experience. (Option to work 4 days Pro-Rata)

MAIN PURPOSE

You will be responsible for leading and undertaking consulting assignments and high-quality research and report writing activity for the organisation as well as supporting other colleagues.

The role will involve effective self-management and delivery of a range of developmental projects and client assignments across our four core service / activity lines as noted on our website (www.ukifc.com/services). Role will also include operational responsibility such as the management of budgets and resources.

ESSENTIAL EXPERIENCE

The candidate must have worked in a consulting or research position where they have delivered high quality reports in the financial services arena. The candidate must have experience:

1. Consulting - in client relationship management including both positioning, winning and project management and delivering work.
2. Report writing – delivering market research, thought leadership, insights paper and writing project/business plans.
3. Presenting – delivering seminars on topics related to thought leadership reports.

A min of 3 years experience in the above areas would be sought and sound knowledge of financial services is critical. A base level knowledge of Islamic finance will be required. Examples of areas candidates may come from include consulting teams from top tier consulting firms or big 4 or investment banking corporate finance or research departments, or NGO's operating in the financial sector.

FURTHER INFORMATION: DUTIES AND RESPONSIBILITIES

1) Lead Consulting Assignments:

- a) Proven track record as an outstanding analyst, consultant and/or project manager with solid financial services industry knowledge
- b) Strong communication and influencing skills
- c) Strong time management skills with excellent self-motivation.
- d) Attention to detail
- e) Ability to prioritise working to deadlines
- f) Excellent problem solving skills
- g) Experienced in applying proven methodologies, standards and tools in the preparation of Business Requirement Definitions, and some project management/PMO experience.
- h) Relationship management and networking skills.
- i) Excellent 360 degree communication skills and interpersonal skills.

2) Preparing research papers on various issues relating to different sectors of the Islamic and Ethical financial services industry.

The main tasks include:

- a) Compiling all relevant issues pertaining to the relevant topic from existing literature;
- b) Collecting, compiling and analysing empirical data on the relevant topic, where available;
- c) Preparing and presenting the draft paper for feedback from internal and external stakeholders; and
- d) Finalising the research paper based on the feedback received from stakeholders.

3) Other details and miscellaneous tasks such as:

- a) Assisting other team members on events and current live projects.
- b) Addressing ad hoc enquiries
- c) Managing short term projects that may arise as directed by Management
- d) Support income generation, in collaboration with other UKIFC staff, including leading and contributing to research proposals.
- e) Represent UKIFC at external meetings.
- f) Contribute to UKIFC's wider agenda of influencing policy, supporting better practice and promoting the Islamic and Ethical finance industry.
- g) Demonstrate a commitment to equality of opportunity.
- h) Travel and occasional overnight stays will be required.

PERSON SPECIFICATION Essential/ Desirable	
Experience in Consulting Role	Essential
Skills	
Well-developed communication and interpersonal skills with the ability to engage a range of audiences, stakeholders, funders and partners.	Essential
Excellent skills in managing and delivering a range of research projects including effective and efficient resource allocation.	Essential
Excellent organisational and planning skills, that ensure work is effectively prioritised to meet deadlines.	Essential
Excellent quantitative and/or qualitative research skills.	Essential
Ability to develop and utilise appropriate methods and tools to support high quality research.	Essential
Ability to collect and analyse robust data that supports the reach and impact of the UKIFC's research, development and policy work.	Essential
Ability to work under own initiative with a proactive approach to problem solving.	Essential
Proven skills in writing for and speaking to a range of audiences to ensure impact.	Essential
Ability to use quantitative and/or qualitative data analysis software packages (for example, R, STATA, SPSS, Nvivo, etc).	Desirable
Experience of working with a diverse workforce and in an international environment	Desirable

Please submit your CVs to umer@ukifc.com and include a 300 word summary of why you are suitable for the role

Closing date for applications is 31 July 18

Please note, we will only contact you back if your application is taken to the next stage