



## ROLE DESCRIPTION

### Volunteer Finance Assistant

<b>Reporting to:</b>	Accountant
<b>Department:</b>	Operations
<b>Location:</b>	CMF's London Office
<b>Hours:</b>	Part Time – 7 hours per week/1 day per week
<b>Agreement Type:</b>	Permanent
<b>Salary:</b>	Voluntary. Reasonable expenses paid.

#### Role Purpose

**To work alongside the Accountant to undertake regular administrative financial tasks.**

#### Key Accountabilities

- Assist the Accountant with the timely processing of financial tasks and production of information. Areas of work could include:
  - Processing and paying invoices & bills as required and as appropriately authorised.
  - Processing bank transfer requests.
  - Managing and monitoring monetary transactions, ensuring Sage accounts program is up to date and accurate.
  - Recording and monitoring usage of restricted and unrestricted funds.
  - Providing financial information to staff as required.
  - Preparing ad hoc financial reports.
  - Ensuring that financial data is accurately recorded in CMF's database.
  - Assisting with the production of the monthly management accounts.
  - Assisting with the financial aspects of CMF event bookings.
- Uphold the Christian ethos of CMF in all communications with suppliers, contractors, visitors, staff, and volunteers.
- Participate in daily worship activity.

## Skills and Experience

- Evidence of numerical accuracy.
- Bookkeeping experience.
- Experience of Sage software desirable but not essential.
- Comfortable working with numbers and worked to investigate and correct errors.
- The ability to write clear, simple English in a courteous way.
- The ability to communicate verbally about numerical problems with accuracy and clarity.
- Enjoys working as part of a closely knit team.
- Strong Microsoft 365 skills.
- Database experience desirable but not essential.
- Experience of working for a charity desirable but not essential.

## Qualifications

- GCSE Mathematics and English at grade B or 6 or above.

## Christian Ministry

- A committed evangelical Christian with a strong biblical foundation; participates in the shared worship and prayer of the organisation; is a witness to non-Christians of Christian beliefs and behaviour; represents CMF's beliefs to others.