



ROLE DESCRIPTION

Volunteer Finance Assistant

Reporting to:	Accountant
Department:	Operations
Location:	CMF's London Office.
Hours:	Part Time – 7 hours per week/1 day per week
Contract Type:	Permanent
Salary:	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.