

JOB DESCRIPTION

Bookkeeper

Reporting to:	Accountant
Department:	Operations
Location:	CMF's London Office with some hybrid working.
Contract Type:	6 month fixed contract with possibility to extend, part-time, 2 days per week
Salary Range:	£30,776.17 FTE, pro rata for part time to £12,310.47

Role Purpose

To help ensure that CMF achieves its aims and objectives in a timely manner by supporting the accountant in maintaining accurate financial records and processing day-to-day transactions.

Key Accountabilities

- Support the accountant by conducting bookkeeping duties
- Preparation of invoices
- Assist with monthly bank account reconciliations
- Support the recording of company credit card expenditure
- Process regular payments
- File digital financial paperwork
- Check income & expenditure is coded and posted correctly into the CRM database and financial software
- Assist with running the Direct Debit scheme
- Support with credit control on invoices issued, and ensure timely processing of invoices for CMF room bookings and tenant rents, in collaboration with the Facilities Coordinator.
- Resolving ad-hoc staff and supplier queries
- Contribute to daily staff fellowship meetings
- Represent CMF's values to suppliers and organisations
- Assist with other administrative tasks as required.

Skills, Experience and Qualifications

Essential

- **Knowledge:** Knowledge of bookkeeping, ideally in a charitable context.
- **Communication:** Able to communicate clearly with a wide range of people, explains financial matters understandably, is a sympathetic listener.
- **Analytical and organised:** Able to analyse data, look behind financial data, and find differences.
- **Managing resources:** Ensure that resources are used appropriately and not wastefully, manage resources in the most cost-effective manner.
- **IT:** Demonstrates strong Microsoft Office skills. Able to learn and use financial software and apply financial understanding to a membership CRM. CRM training will be provided.
- **Working relationships:** Encourages cooperation and exchange of information between team members. Able to work with a team to develop a sense of common identity and purpose.

Desirable

- Experience with Xero, Stripe and GoCardless
- Holding or working towards a financial qualification

Christian Ministry

- Under the 2010 Equality Act, schedule 9, there is an Occupational Requirement for all employees and volunteers to be practising Christians.
- Agreement with CMF's doctrinal statement and ethical values; participates in the shared worship and prayer of the organisation; represents CMF's beliefs to others.