

CMA Finance Administrator Job Description

Terms

1.5-2 days (12 -16 hrs, by agreement) per week, flexible working *

Pro-rata £26K FTE starting salary

5 weeks annual leave + pro rata paid bank holidays

Pension scheme

Perkbox staff benefits scheme

Expenses allowance

IT 'working at home' allowance

*Additional hours may be required, and will be available, for year end and audit.

The Role

Being based at Head Office in Shrewsbury would be an advantage, but CMA operates a remote working model and for this role home working combined with a commitment to 2 days per month at Head Office will also be acceptable.

Reporting to the Head Office Department Manager for rolling line-management and the CEO for budget projections, the role requires the day-to-day management of CMA's financial accounting across departments employing Quickbooks, including the following:

- Invoicing, bill paying & credit control across all departments
- Year-end accounts (FYE 31st May) for Annual Report & Accounts
- Monthly P&Ls
- Production of bi Monthly management accounts
- Assist the CEO & Finance Trustee with drawing up budgets and projections,
- Annual Audit with external auditor

Applicant requirements

- Applicants must be able to buy-in to CMA's core values statements (see next page)
- Experience of using Quickbooks (*We may consider a candidate with parallel experience who can demonstrate their ability to learn Quickbooks rapidly with training support given*)
- Demonstrable experience of managing accounts for a similar sized charity or SME
- Demonstrable ability to work on your own initiative in a remote working environment (as appropriate)
- Experience of using Office & equivalents: Google.drive; Zoom; etc.

CMA Values Statement

Being able to buy-into and feel aligned with an organisation's culture is as important as the skills required to undertake the role being applied for. The following is CMA's Workbook outlining our values and working practice, which are embraced by the CMA staff team. If invited to interview for this role, the first interview question will concern why and how you believe you will fit with, and can embrace, the statements in this Workbook.

CMA Workbook

Question	Answer
Primary statement	CMA is God's charity. We are its servants and stewards
Why do we exist?	To help set people free from debt and give them hope for the future
How do we behave?	As servants. With integrity, compassion, humility, and professionalism
What do we do?	We provide set-up and ongoing services to enable churches and other organisations to run effective debt advice services, and help clients direct from the CMA Hub
How will we succeed?	By seeking God's will in all we do. By continually improving and developing customer driven services. By sticking to our values. By continuing to differentiate ourselves: people focused advice, no time constraints. By keeping the CMA team structure efficient. By all staff buying-in to our aims and values