

# Finance Officer

## Recruitment Pack



# Who we are

**CBM works in the world's poorest places to prevent blindness, improve health and transform the lives of people with disabilities.**

For more than 110 years, since our founder Ernst Christoffel started working with children with disabilities in Turkey and Iran, we've been reaching out to those whom others leave behind.

Driven by Christian values, we work with disabled people to break down barriers by delivering practical support, improving policy and practice and inspiring the people of the UK to act.

Our vision is an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

Our values are: we champion inclusion, we strive for justice, we pursue excellence, we embrace partnership; and we live with integrity.

## About the role

<b>Place of work:</b>	Munro House, Mercers Row, Cambridge, CB5 8HY. CBM has an agile working policy, with up to 50% home working.
<b>Starting salary:</b>	£24,197 (pro-rated for part time hours)
<b>Contract type:</b>	Part time - up to 22.5 hours per week (3 days) or worked flexibly between Monday and Friday - Permanent
<b>Reports to:</b>	Finance Manager

**Purpose:** To assist the Director of Finance and Operations and the Finance Manager, in ensuring that the finances of CBM UK are well controlled, monitored and that management information is readily available. This is a great opportunity if you are looking to start a career in finance, or hone your skills, as CBM places an emphasis on professional development and training for its employees.

### Key responsibilities

#### Purchase Ledger management

1. Management of the purchase ledger within Sage accounting system, including checking, coding and ensuring invoices are appropriately authorised
2. Resolution of supplier queries, liaising with respective budget holders
3. Preparation and processing of fortnightly payment runs efficiently allowing adequate
4. Preparation of bank transfers and international payments
5. Processing general staff expenses and international travel

## **Finance record keeping**

1. Responsible for income and expenditure data input into Sage accounting system with high accuracy, ensuring audit compliance
2. Liaising with the Supporter care team to locate and rectify any discrepancy in income records
3. Ensuring all project transfers are recorded accurately liaising with respective Project Managers

## **Bank and other general account reconciliation**

1. Ensuring all bank transactions are recorded and reconciled including general and foreign currency petty cash
2. Ensuring all payroll general ledger accounts are reconciled and up-to date

## **Payroll processing**

1. Ensuring all HMRC correspondence are accurately updated within the payroll software
2. Monthly processing of the payroll for CBM UK and related entities liaising with the respective HR Managers
3. Processing all monthly, routine correspondence with HMRC and pension provider
4. Resolving any staff queries on payroll in a professional and confidential manner

## **Culture**

1. Help develop a culture of enthusiasm and success which reflects the ambitions of CBM UK.
2. Play an active role across the CBM UK team, promoting positive working and innovation. Seek to improve working practice at all opportunities. Ensure that the values of the CBM UK brand are understood and are always reflected in communications.

## **Other responsibilities**

1. Management of operational cash balances to ensure adequate funding of payment runs and effectively communicating this within the team
2. Providing information and assistance to departmental managers in enabling them to manage their budgets
3. Carry out projects, other tasks and responsibilities as may reasonably be required

# Person specification

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All of the following requirements are **essential**, unless marked with a \* when they are **desirable**, and will be assessed from a combination of information provided from the application form and interview process.

## Experience and knowledge

- Book keeping
- Computerised accounts (preferably Sage)
- Preparation of Payroll (preferably Sage) \*
- Charity finances \*

## Skills/Competencies/personal qualities

- High level of numeracy, accuracy, great attention to detail and excellent administrative skills
- Strong analytical and problem-solving skills
- Excellent communication skills – written, verbal and in facilitation at all levels with the ability to communicate complex information in a clear, effective and persuasive manner as required
- Strong organizational skills and effective time-management with the ability to organise and prioritise own workload, work to deadlines and sometimes under pressure
- Ability to work on own initiative and collaboratively
- High degree of flexibility and adaptability, responsive to changing needs
- Robust, 'can-do' attitude that thrives on challenges and taking initiative
- A willingness to contribute to own personal development and training to meet with the needs of CBM UK
- Commitment to CBM's mission and values

## Education/Qualifications/Experience

- A Level Maths and English or equivalent
- AAT Qualification \*

# Employee Benefits

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- Wonderful modern offices, which are fully accessible
- All full-time employees are entitled to 25 days' holiday per year in addition to UK public holidays
- Option to buy extra annual leave
- CBM places an emphasis on professional development and training for its employees in order to enable them to fulfil their roles. We support employees in their desire to further their qualifications and careers, including offering opportunities to undertake study and training.
- Competitive salaries within the sector. We regularly review salaries to attract, develop, motivate and retain the appropriate calibre of employees.
- Agile working for all staff members which includes options for flexible working hours and up to 50% working from home for most roles;
- We offer a generous pension plan with employer contribution of up to 7%
- Group Life Assurance for all employees, which is equivalent to 2 x your annual salary.
- Yu-Life (employee wellbeing app)
- Flexible working conditions
- Free annual eye tests
- CBM UK offers a free Lifestyle Counselling Helpline & Online Support Service
- A Wellbeing Working Group in place to actively support mental health and wellbeing in the office.
- Bike to work scheme.

## Useful Information

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CBMUK is currently located in Cambridge, and this will be your location and contract base. However, we also have an Agile Working Policy which allows for flexibility of your working week.

### Shortlisting and Interviews

All applications are subject to our shortlisting process; if you are shortlisted, we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

## **Diversity and Safeguarding**

Everyone has the right to be treated with consideration and respect. CBM UK is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual. CBM UK aims to ensure that all staff, volunteers, supporters, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

All roles within CBM UK are required to actively respect, support and promote the safeguarding of all children and adults who come in contact with our organisation, including our beneficiaries, partners, staff and volunteers, ensuring policies and procedures are followed and observed at all times.

CBMUK is an equal opportunities, disability-confident employer and committed to achieving the highest standards of diversity, fairness and equality. Should you have a disability and require any additional support, please contact us at [recruitment@cbmuk.org.uk](mailto:recruitment@cbmuk.org.uk),

## **Use of Curriculum Vitae (CVs)**

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we do not accept a CV unless accompanied by a fully completed application.

## **Employment Checks**

We are unable to provide sponsorship for this post. In order to apply for this post, you must be able to demonstrate your eligibility to work in the UK.

Therefore, all offers of employment are made subject to the following criteria: Proof of eligibility to work in the UK, proof of residency and satisfactory employment screening, and three references satisfactory to CBM UK and a DBS Check.

## **How to apply**

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**More information about CBM** can be found by visiting our website: [www.cbmuk.org.uk](http://www.cbmuk.org.uk)

**Closing date is open and dependant on the right applicant.**

**We encourage those who may be interested in the position to contact us for an informal chat where we will be happy to discuss the role and the great culture of the workplace in more details.** Should you wish to do so please contact Ramya Jeyaprakash (Finance Manager) on 01223 484700

Application forms can be downloaded from: [www.cbmuk.org.uk/who-we-are/work-for-us/](http://www.cbmuk.org.uk/who-we-are/work-for-us/)

Your completed form, CV or any questions should be emailed to [recruitment@cbmuk.org.uk](mailto:recruitment@cbmuk.org.uk).

**We look forward to receiving your application.**