CM Production Management LTD
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Book keeper/Numbers operations partner - Job Description

Department:	Business Operations and Finance
Reports to:	Company Director
Working Hours:	16 Hours Per Week (2 days)
Salary:	£ 31,200 pro rata
Term:	12 months fixed term (potential to extend)

The Role

CM Production Management LTD (CMPM) delivers complex, high-stakes events and production projects. We're looking for a part-time **Numbers Ops Partner** to keep our finances accurate, current, and decision-ready — and to bring calm, consistent process to the "money admin" that keeps delivery on track. This is a hands-on bookkeeping role with an operations mindset. You'll own the weekly rhythm (so nothing piles up), manage invoicing and supplier workflows, keep multiple entities tidy, and produce a monthly management pack that gives leadership clear visibility on cashflow, margins, and what needs attention.

Job Duties and Responsibilities:

You will provide finance operations support across CMPM and its subsidiary companies. This will typically include day-to-day bookkeeping, invoicing, credit control, supplier bill processing, reporting, and liaison with the external accountant.

Key duties

Bookkeeping & reconciliations (multi-entity)

- Maintain accurate bookkeeping across CMPM and 3 subsidiary companies
- Keep bank and card reconciliations up to date on a weekly cadence
- Ensure transactions are coded correctly, with a clean audit trail and supporting documentation
- Maintain tidy supplier/customer records and consistent categorisation
- Keep month-end close organised and repeatable

Sales invoicing, deposits & staged payments

- Raise and issue client invoices (including deposits and staged payment schedules where required)
- Maintain an up-to-date view of what's been invoiced, what's due, and what's overdue
- Ensure invoice documentation is filed and easy to retrieve

Credit control (chasing)

- Proactively follow up overdue invoices in line with CMPM's tone and client relationships
- Escalate risks early (e.g., late payers, disputed invoices, missing PO numbers)

- Maintain clear notes so the team always knows the status

Supplier bills, purchase tracking & payment run prep

- Process supplier invoices and match to jobs/projects where relevant
- Prepare payment run summaries for approval (who, how much, due date, job allocation)
- Maintain an accurate aged payables view and flag upcoming cash pinch points

Job/event costing & margin visibility

- Support job/event-level tracking so we can understand profitability per project
- Ensure costs are allocated consistently to the right job/project/service line
- Flag margin drift, unusual spend, or missing paperwork early

Monthly management reporting ("keep us on track" pack)

Produce a monthly pack for leadership, typically including:

- Profit & Loss (month + YTD)
- Cash position summary
- Aged receivables and aged payables
- Job/event profitability snapshot (key projects)
- Brief commentary: variances, risks, and recommended actions

Accountant liaison + year-end readiness

- Be the main point of contact for the external accountant
- Keep accounts "year-end ready" (clean reconciliations, organised files, clear notes)
- Support VAT preparation/returns and provide information promptly when requested

Systems improvement: FreeAgent → Xero migration support

Support the planned migration from FreeAgent to Xero
Help standardise categories, tracking, and reporting across entities
Keep disruption low during busy season and maintain continuity of reporting

General support

- Collate information for reporting, monitoring, and grant applications
- Provide light support with keeping company information up to date online (basic admin support for website/social pages when needed)
- Support the Director and wider team with general admin tasks as required

This list of responsibilities is not exhaustive, and the employee may be required to perform duties outside of the above as operationally required.

Person Specification

Skills and experience (essential)

- Proven experience in a bookkeeping / finance admin role • Strong reconciliation discipline and attention to detail
- Comfortable working across multiple entities
- Confident in raising invoices, managing supplier bills, and maintaining clear records
- Able to manage deadlines and stay calm under pressure (especially in busy season)
- Clear communication skills and confidence in chasing missing information/payments

- Comfortable using cloud accounting software (FreeAgent and/or Xero)
- Proactive, independent working style with strong process instincts

Desirable

- Experience in live events, production, hire, agencies, or other project-based delivery businesses
- Job costing / project profitability reporting experience
- Experience supporting a FreeAgent → Xero migration
- AAT qualification or equivalent practical experience

Terms and Conditions

- Part-time: 2 days/week initially, with potential to increase
- Hybrid working with some in-office time in Barking, London
- Probation period and notice period to be confirmed in contract
- You will be required to follow CMPM and partner companies' policies and comply with health and safety requirements
- All necessary IT equipment and software will be provided to you, including a company phone.
- There is a probationary period of three months, during which the notice period will be four weeks. After this period, the notice period will be 4 weeks.
- You will be entitled to holiday pro-rata, including statutory days, and a bonus day off for your birthday.
- An employee pension scheme is in place.
- You will also have access to an Employee Assistance Programme and a Bright ExchangeProgramme for sharing advice and special offers.

Equal Opportunities

At CMPM, we are committed to providing equal opportunities for all individuals, irrespective of their sex, race, age, disability, religion, sexual orientation, or gender identity. We strive to create a work environment that is inclusive and diverse, where everyone is treated with respect and dignity. Our policies and practices are designed to ensure that all employees have equal access to employment opportunities, benefits, and promotions. We believe that a diverse workforce not only enriches our culture but also helps us to better serve our customers and communities. Discrimination of any kind is not tolerated at CMPM, and we encourage our employees to report any incidents of discrimination or harassment. We are a disability confident employer.

Please note that the tasks and responsibilities outlined in this Job Description may be subject to changes based on the current business situation. Your line manager will consult with you to discuss any necessary modifications.