

Volunteer Role Profile

Role Title:	Finance Volunteer
Responsible to:	Finance Director
Role Purpose:	To support the finance team with basic bookkeeping tasks.
Hours:	One day a week, minimum half day (Tuesday, Wednesday or Friday preferable)
Key Tasks:	Supporting the accounts officer with the purchase ledger. <ul style="list-style-type: none"> • Recording/processing invoices and payments on spreadsheets • Miscellaneous administration tasks
Skills and Qualities Required:	<ul style="list-style-type: none"> • Honesty • Numeracy – confident and comfortable in dealing with figures • Attention to detail • IT – basic computer competence and familiarity with Excel • Able to commit to coming in weekly • Experience of using Sage or willing to learn
<p>We ask you</p> <ul style="list-style-type: none"> • To give reasonable notice when possible if you are not able to come in • To read the Volunteer guidelines (currently being updated) and follow all procedures given within it • To work within the required Health and Safety Guidelines • To attend relevant training • To advise your manager of any difficulties concerning your volunteering 	
<p>It is essential that all volunteers are in sympathy with and are able to reflect the aims of the Trust as detailed on the Application Form.</p>	
<p>This role profile is not intended to create any contractual relationship and the arrangement may be ended at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.</p>	

