

JOB DESCRIPTION: Finance and Operations Volunteer Role(s)

REPORTS TO: Finance Assistant
Finance and Administration Officer or
Head of Finance and Operations

PURPOSE:

You will play a supportive role in ensuring that financial, operational and HR processes are maintained and developed, thus supporting the sustainability of Back Up and helping the wider team by enabling them to have good information in a timely way and to work in a pleasant and efficient working environment.

Specific duties (depending on experience and time available to the volunteer):

Operations

- To support the office with postal services, logging and distributing incoming post and arranging for timely collection.
- Updating current HR records to ensure that all staff records are up-to-date and correctly maintained.
- Helping with the upkeep of the office, including maintenance of stationery and preparation of stock orders.
- Assisting in the responsible disposal of old IT.

Finance

- Processing of expense claims from volunteers and staff – checking these are correctly completed, and made ready for payment processing.
- Reconciling monthly petty cash income and payments.
- Reconciling of monthly credit card statements and processing these into Sage.
- Processing income into Donor Strategy from Just Giving, Virgin Money Giving, CAF, MyDonate, Paypal and other third party agencies that facilitate donations being made to Back Up.
- Processing Gift Aid claims.
- Entering supplier or sales invoices and credit notes into Sage.
- Credit control
- Entering income data into Sage Accounts.
- Reconciling weekly bank statements.
- Assisting in the evaluation of existing and new software.
- Assisting in the preparation of re-forecasts and management accounts.

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PERSON SPECIFICATION

Candidates must fulfil the following *essential* criteria for some of the volunteering opportunities available.

Experience of:

- Working in a bookkeeping role
- Accounting or Management Accounts
- A role requiring attention to detail
- Numeracy
- Office administration
- IT facilitation
- Data entry

In addition, candidates that demonstrate any of the following *desirable* criteria will be at an advantage:

Experience of:

- Working in an office environment and supporting others as part of a small team
- Office administration systems
- Working in an HR or Finance department
- Working in fundraising
- Using databases
- Understanding of disability issues
- Microsoft Office (Excel, Word, Powerpoint, Outlook)
- Sage Line 50 Accounts
- Sage 50 Payroll

Hours of work

- Available to work on a regular basis for at least a full day per month.

Place of work

- At our modern offices at Jessica House, 191 Wandsworth High Street, London, SW18 4LS.

Payments

- This is an unpaid voluntary role.
- Expense payment for travel to the office and a lunch allowance.
- Any direct expenses related to the role will be reimbursed against receipts.