**Role Description – Finance Volunteer**

**Objectives**

* To provide the charity with the necessary financial information to enable it to monitor and manage financial transactions.
* Work on entering transactions onto the systems the role will work with the Finance staff to steer the charity on all financial matters.

Finance volunteers will report to Senior Finance Officer and Finance Director. He/she will be responsible for the nominal, payables, sales.

The volumes are low and the work is varied so the candidate who succeeds will get a good grounding of the full workings of the finance function in a medium sized charity.

Currently the charity has SAP software and uses pivot excel tables for its monthly management accounts and budget holder report. The charity uses Saleforce as it’s main software for operation.

**Essential skills required:**

* Financially literate – must understand double entry and preferably have experience of finance software
* Additional IT – Proficient in Microsoft excel, outlook and word.
* Good use of English language (written word and computer).
* Admin accuracy and attention to detail.
* Ability to work well with data base systems.
* Organise filing and forms neatly and accurately.
* Must protect and keep all client information confidential and strictly on a need to know basis only.
* Ability to complete all admin tasks methodically.
* Good telephone manner.
* Ability to work well within a team.
* Confidence to work under own initiative.

**Main tasks required within role:**

* Collect budget data from the staff at the start of the annual cycle
* Input transactions from supplier invoice, staff and volunteer expenses, extracted transactions from the bank statements
* Meet with budget holders monthly to review financial variances and delivered activity levels
* Generate sale invoices
* Filing and administration tasks.

**Training and support provided:**

* **Support from Senior Finance Officer:**
  + Use of SAP1.
  + Advanced use of Excel.

For more information on what the role involves and what skills, experience and commitment we are looking for contact:

[volunteering@postiveeast.org.uk](mailto:volunteering@postiveeast.org.uk) or call: 020 7791 9308