

## VOLUNTEER ROLE DESCRIPTION

|                        |                                    |
|------------------------|------------------------------------|
| <b>Role Title</b>      | Finance Support Officer            |
| <b>Location</b>        | Pilgrims Hospices, Plender Offices |
| <b>Time Commitment</b> | Ongoing                            |
| <b>Responsible To</b>  | Finance Manager                    |

### **PURPOSE OF THE ROLE**

**The purpose of the role, is to support the existing Finance staff. We require assistance from 2 or 3 individuals who used to work in a financial/accounts department or is interested in supporting the charity in this way.**

### **KEY DUTIES AND RESPONSIBILITIES**

- Completing Excel spreadsheets
- Checking Supplier portals for Invoices, inputting invoices
- Compiling data from stakeholders in paper and electronic format
- Typing up training notes to staff
- Administrative support for producing finance related policy and procedures
- Administrative duties – answering the telephone, opening post, filing, checking Accounts email inbox
- Data processing
- Inputting computerised entries into Sage

### **KEY EXPERIENCE, SKILLS, ATTRIBUTES & QUALIFICATIONS**

- IT literate and confident in using Microsoft Excel, and other Microsoft office products.
- A positive and proactive representative of Pilgrims Hospices.
- Methodical, with good attention to detail.
- Experience in working in a Finance/Administration department
- Good Numeracy skills
- Reliable and trustworthy
- Ability to maintain confidentiality at all times

### **ESSENTIAL TRAINING REQUIREMENTS**

- Organisational Induction
- Health & Safety training
- Role specific training
- Any other statutory and mandatory training considered relevant to the role
- Relevant GDPR

### **WHAT WE OFFER**

- An opportunity to join an exciting and dynamic Finance Team.
- Friendly and welcoming team.
- To gain new knowledge and experience.
- An opportunity to add value to the Finance team, and to feel proud in assisting with the implementation of new procedures.
- To use professional skills and knowledge to enhance the effectiveness of the Charity.
- Enhance C.V and improve employment prospects.
- A chance to meet new people and create new friendships.