

Finance Volunteer

Service/Volunteer Base: Finance Department at Central Office Ipswich

Volunteer's Manager: Jackie Kenny

Purpose: The Finance department have identified a need for a volunteer role to carry out tasks which will support the Finance function within the organisation. This role requires a minimum commitment of seven hours per week.

Tasks may include:

- Undertaking day to day finance processes, such as recording income, banking, petty cash, processing expense forms and supplier invoices.
- Accurately processing financial transactions and preparing financial information for inclusion in the monthly management reports.
- Supporting the finance function by:
 - a. ensuring that Ormiston's current financial policies and procedures are followed across the organisation; and
 - b. helping develop and implement change to financial management processes in response to organisational needs and external developments.
 - c. helping the Finance team with queries raised by suppliers and other Ormiston colleagues

Responsibilities:

- To work within Ormiston's mission and values and all policies and procedures, including Safeguarding, Equality and Diversity, Participation, Quality and Health and Safety. As well as complying with relevant external standards and Quality Marks.
- To be an effective and fully participating member of the finance team, supporting services and facilitate future organisational growth and development.

Skills required:

- Competent ability to use MS Excel, MS Word and Outlook
- Good understanding of confidentiality
- Reliable and able to commit to the role
- Good record keeping
- A friendly and approachable manner
- Good written and oral communication skills
- Experience of working methodically on routine/ repetitive tasks
- Good attention to detail

Recruitment Procedure: Volunteers must be at least 18 years of age. You will be invited to attend an interview; if successful we require two satisfactory references before you can begin the role, as well as a satisfactory DBS certificate. As an Ormiston Families volunteer you will be required to complete online Child Protection and Data Protection training courses.

Benefits offered:

- Comprehensive Induction
- Travel expenses up to 30 miles per day at 0.45p per mile
- Support through supervision sessions
- Reference after six months of volunteering
- Access to volunteer events, awards and other social events
- Gain valuable experience with the East of England's leading children's charity in a specialised field