



## VOLUNTEER ROLE DESCRIPTION

### **ROLE TITLE**

#### **Finance volunteer**

### **WHAT IS THE ROLE? – WHY DO WE NEED YOU?**

All financial matters are currently dealt with directly by the Treasurer of the Commission. This includes all book-keeping as well as financial reporting. This means there is little time to spend on how to fundraise to expand the range of activities that we undertake.

### **ROLE DUTIES – WHAT ACTIVITIES CAN YOU EXPECT TO DO?**

- Maintaining records of income and expenditure using Excel.
- Bank reconciliation
- Preparing budgetary reports for Commission meetings
- Helping with budget planning for the Commission and for individual projects

### **HOW MUCH TIME WILL IT NEED TO DO THE ACTIVITIES?**

After some initial training and familiarisation it is expected that the activities will require between 1-3 hours per month

### **LOCATION**

Most of the time, the activities can be carried out anywhere where there is an internet connection (subject to data protection best practice). Occasional visits to the Justice & Peace office will be required – for example to review bank statements or review petty cash spend).

### **WHAT SKILLS AND EXPERIENCES DO YOU NEED TO DO THIS ROLE**

#### **ESSENTIAL**

- A commitment to social justice issues
- A good basic understanding of how to use Excel
- Ability to work on your own (i.e. prioritising your time and having a good sense of when you can just get on and do things and when you need to consult others)
- Attention to detail

#### **HELPFUL**

- Previous experience of book-keeping or of using an accounting package

### **TRAINING AND EXPENSES**

The Commission will reimburse volunteers for travel expenses incurred when travelling to the Commission's office. Where agreed in advance, other travel expenses related to the volunteer role may be reimbursed.

On acceptance of a Volunteer role the volunteer will be asked to attend an Induction session. As well as addressing specific aspects of the role this will give some background information about the working practices of the Commission and how it relates to the Diocese of Leeds as well as any relevant health and safety information.



Other training may be provided, depending on the nature of the role and the willingness of the volunteer to undertake specific activities if training is required.

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***BENEFITS TO VOLUNTEER***

- Contribute to the efficient working of a Social Justice campaigning and advocacy organisation.
- Improve / develop your book-keeping skills
- Improve / develop your skills in Excel

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***APPLICATION PROCEDURE***

Fill out a volunteer application form for the role

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***CONTACT INFORMATION***

In the first instance, if you have any questions then please email

Steve Higgins

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