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**Thank you for expressing interest in volunteering for Moorland Community Caring. We welcome your feedback and questions on this role and any other aspect of our charity.**

**Finance Volunteer Role Description**

**Purpose of the role is:** to support the Treasurer, our Manager and our staff team with some of the weekly finance tasks. Our Treasurer is also a volunteer, they sit on our board of trustees who are legally responsible for the correct running of the charity. Our Treasurer has a lot of tasks to look after and your role will support them to do their role better. The work that we do requires our Manager to be out in the community, ensuring our work is at a good standard and to meeting with funders or partners. Our staff team spends time out in the community listening and supporting people to live independently. Volunteering to support us carry out our finance tasks will enable us to run our charity more efficiently, be better at fundraising and help our board to ensure good governance.

**What does this involve:**

* Undertake bookkeeping duties using our Zero software package ensuring posting and bookkeeping is kept up-to-date.
* Maintain the petty cash system and regularly process petty cash claims.
* Regularly carry out reconciliations.
* Arrange payments to creditors as appropriate and arrange appropriate signatures on payments.
* Make the necessary arrangements to collect payments from debtors and bank payments promptly.
* Support the Treasurer and Manager in production of an annual budget and budgets for funding applications and funder report
* Support the Treasurer in production of a quarterly trustees meeting report giving the financial position (balance sheet, cash flow, fundraising performance etc).

**Skills or attributes you will need:**

Knowledge of computerised booking systems is essential. Knowledge of Zero package is desirable

IT skills are essential.

Ability enter data accurately

Experience of preparing budgets and financial forecasts

Good communication skills

Can deal with problems in positive way

Enjoys being part of a team, be flexible and non judgemental

**What you might gain:**

A greater knowledge about your local community

Knowledge of financial practices within the charity sector

Knowledge of charity sector governance and structures

Knowledge and experience of fundraising

Experience and skills that you can detail on application forms or CVs

**Who will supervise me / who do I go to if I have a problem:**

You’ll be working as part of a team and will be supervised by the Treasurer in the first instance but will also be able to get support from the Manager of Moorland Community Caring.

**Time commitment:**

The commitment for this role is flexible, although a minimum of 2 hours per week is suggested.

We are flexible about when you volunteer but we really appreciate you being honest and letting us know if your circumstances are changing and you can no longer commit to volunteering.

**Location:**

We don’t have a base, as such, we do have a meeting space at Ashburton Hospital where we can meet volunteers and do work from. We meet in community building, in public spaces or on zoom. We know that many people volunteer to have contact with people. If you are volunteering to have social contact please make us aware so we can make sure the role will suit your needs.

**Volunteer expenses:**

We currently do not have a budget for this although we are seeking funding to cover travel expenses. We are committed to reducing barriers to volunteering. If you would like help with travel please let Sarah Kersey know during the recruitment and induction phase.

**Interested in this role? Complete this very short form (5 mins)**

**What happens next:**

We will invite you to an informal interview meeting where we will have a conversation about the role and you can ask us some questions about the role and the charity. This isn’t a formal interview, it's just a way to make sure the role will work for both yourself and the organisation too.