



Role Title: Finance Volunteer

Direct Report: Finance Manager

Background: Administration, has worked in Finance department previously.

1.0 Role Summary

- Supporting the Finance Manager with the running of the Finance department and transferring paper files into a digital system.

2.0 Main Responsibilities

- Transferring information on paper documents to digital platforms by both keyboard entry and scanning; chasing colleagues for missing data etc.;
- Working on Xero (accounts package) and ensuring all purchases have invoices/ Purchase order (supporting documents) and chasing colleagues for missing information
- Training and support will be provided by Finance manager
- Travel expenses will be paid and lunch if working a full day, (6 hours or more).

3.0 Person Specification

Essential

- Keyboard entry experience and familiarity with online portals/data systems and internet use
- Excellent organisational skills, attention to detail and accuracy are required
- An understanding of the importance of confidentiality: volunteers will be managing sensitive and confidential data and will need an enhanced DBS (at Rathbone's cost) and two good references
- An interest in the charitable sector and the work of Rathbone

Desirable

- Knowledge and experience of charity business and administration practices
- Experience working in a Finance department

Values

- A genuine interest in supporting young people and adults with learning disabilities to lead fulfilled and independent lives and an awareness and an understanding of the pressures and challenges they face.
- An interest in the work of the voluntary sector and supporting the work that charities do to assist those who are deemed to be vulnerable in our society.

4.0 Time Commitment

- The project is ongoing and new similar projects may be available within the Finance Department
- A minimum commitment of a half day per week is required.

5.0 Location

- Although some home working might be possible, due to the sensitive nature of the information being handled, most of the work will take place in West Norwood, Lambeth (SE27).