

Accounts Volunteer

Role profile

Overview: The Accounts volunteer in assisting the Chief Officer plays a key role in financial administration within the accounts department.

Location: Age UK Southampton (AUKS) office (or home-based as agreed).

What the Accounts volunteer does:

- Processing invoices and expense claims received, coding to agreed budgets and processing for payment
- Checking, processing and recording payments and writing out cheques
- Preparing bank paying in slips/books
- Inputting transactions into the accounts management system (Xero)
- Recording, banking and reconciling grants made to the charity
- Reconciling transactions on computer and bank statements ensuring that all accounts balance
- Maintaining proper records and paper/electronic filing systems for relevant paperwork
- Weekly banking of cash and cheques as required
- Monthly reporting of volunteering hours to Line Manager

Skills and personal qualities most suited to this role:

- Experience of accounts and book-keeping
- Time Commitment is approximately 6 hours a week
- Attention to detail and accuracy
- Good spoken and written English
- Computer literate (MS Office), able to use email, MS Word, Excel, an accounts package and able to keep computerised accounting records
- Well organised with good administration skills
- Smart appearance
- Reliable, punctual and trustworthy
- An understanding of the need for and ability to maintain, confidentiality and security
- Ability to work on own initiative as well as part of a team

How much time is involved?

Hours/days by mutual arrangement between 10am-4.00pm Monday-Friday with possibility of occasional weekends by arrangement.

Expenses and Insurance:

We will cover agreed out-of-pocket expenses for volunteers (e.g. travel costs) and also insure you for the time you are volunteering with us.

Training & Development:

- Xero accounting system and internal policies and procedures relevant to the role.
- AUKS general and role-specific Induction and where possible, involvement with other areas of AUKS work to understand the range of activities provided
- All Volunteers are required to adhere to Age UK Southampton's policies and procedures at all times, including, but not restricted to, safeguarding, lone-working and confidentiality policies.

Responsible to: Chief Officer

Additional support from: Support Services Team Leader, Head of Services, Treasurer