

Senior Accounts Volunteer

Role profile

Overview: The Senior Accounts Volunteer, in assisting the Chief Officer, plays a key role in the financial management of the charity.

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

What the Senior Accounts Volunteer does:

- Reviewing the accounting processes and making recommendations, as appropriate, to the Chief Officer
- Training the Accounts Volunteer as necessary
- Ensuring that the Paxton Accounts cash book reconciles to the bank statements
- Calculating accruals, pre-payments and other journal entries
- Inputting journal transactions into the Paxton Accounts system
- Preparing monthly management accounts for the Chief Officer and Trustees
- Drafting comments for the Chief Officer's financial report to the Trustees
- Preparing annual accounts and papers for examination by the external auditors
- Monthly reporting of volunteering hours to Line Manager

Skills and personal qualities most suited to this role:

- Qualified accountant (CCAB qualified or by experience)
- Time Commitment is estimated at 10 hours initially, then 5 hours a month
- 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 develop the use of computerised accounting records
- Good organisation and administration skills
- Smart appearance
- Reliable, punctual and trustworthy
- An understanding of the need for, and ability to maintain, confidentiality
- Ability to work on own initiative as well as part of a team

How much time is involved?

Hours/days by mutual arrangement between 10.00am-4.00pm Monday-Friday.

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:

- 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: Lead Trustee for Finance, Head of Services