



## Finance Admin Volunteer

### About Age Cymru West Glamorgan

We provide a range of services to our clients, families and carers across the Swansea, Neath Port Talbot and Bridgend area to support their independence and to sustain their health and wellbeing.

### Role Description:

As a Finance Admin Volunteer you will work with the Finance Manager/Team to support the finance systems and processes of the organisation.

**Hours:** Minimum 2 – 3 hours a week

**Location:** Cwmdu, Swansea

**Reporting to:** Finance Manager

### What will I do?

- Support and assist the Finance Manager in the daily finance functions
- Prepare invoices using Xero (training will be given)
- Data entry for sales and purchase ledgers using Xero (training will be given)
- Filing finance paperwork
- Take payment queries from clients including taking payments over the telephone
- Keeping financial spreadsheets and records up to date
- Sending out correspondence and invoices

### What will I gain?

- Experience of working in a Third Sector organisation
- Experience of working as part of a team
- Training and experience of working with Xero accounting software, excel spreadsheets and word documents

- Experience and use of financial systems and processes

### **What skills do I need?**

- Have an empathy and understanding of the issues that affect older people.
- Be conscientious and have attention to detail
- Have basic data entry and IT skills, however training can be given
- Are able to communicate effectively.
- Are non judgemental.
- Are reliable and dependable.
- Are willing to undertake training as necessary.
- Are friendly and enjoy working as part of a team.

**To apply:** Email [volunteers@agecymruwestglamorgan.org.uk](mailto:volunteers@agecymruwestglamorgan.org.uk) or call 01792 648866 to have a chat about the role.

**Please note this is a voluntary position. Age Cymru West Glamorgan will reimburse volunteer for out of pocket travel costs including public transport costs.**