## E-mailLogo

# Volunteer Role Description

**Title:** Finance Administrator

**Supervised by:** Accounts Manager

**Role Summary**: Help to maintain the gift aid records and other general accounts work to support the finance team.

**Principal Duties and Responsibilities**:

* To volunteer ½ day a week or more as arranged with Finance Office.
* To support the Finance office in the recording of Gift Aid declarations, to scan declarations and attach the scans to the donor records in Raisers Edge
* To assist with audits as and when required.
* To record sponsorship forms ready for gift aid claim, entering details onto excel spreadsheets.
* To support any other administrative tasks agreed by Finance Office.
* To liaise with members of the Fundraising team as appropriate, building cooperative relationships.
* To maintain confidentiality of information at all times.
* To undertake training on Raisers Edge and Excel as required.

**General:**

To contribute ideas/suggestions to the development of the system.

To be aware of the legal responsibility placed on all volunteers by the statutory fire, health and safety regulations – know what has to be done should an emergency occur.

To promote understanding and support of the values and philosophies of the organisation.

To inform the Accounts Manager of unavailability in advance.

#### NB

This role description will be reviewed periodically and may be amended according to the changing requirements of the Department.

**Health & Safety at Work Act**

It is the responsibility of all volunteers to ensure that the requirements of the Health & Safety at Work Act are complied with; safe working practices are adhered to and that hazards are observed and reported to the appropriate manager

E-mailLogo

**SKILLS AND QUALITIES REQUIRED**

# ROLE: Finance Administrator

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
|  |  |  |
| Abilities / Skills |  |  |
|  |  |  |
| * Excellent database skills |  |  |
| * Good Excel skills |  |  |
| * Good Communication skills |  |  |
| * Good time management |  |  |
| * Ability to learn fast |  |  |
|  |  |  |
| Qualities |  |  |
|  |  |  |
| * Reliable |  |  |
| * Attention to detail |  |  |
| * Clear thinking |  |  |
| * Logical, systematic approach |  |  |
| * A willingness to undertake training |  |  |
|  |  |  |
| Other requirements for the post |  |  |
|  |  |  |
| * Non smoker in performance of duties |  |  |
| * Commitment to the ethos of Prospect Hospice |  |  |