

BOOK KEEPING / FINANCE VOLUNTEER - DESCRIPTION OF TASKS

This placement creates an ideal opportunity for gaining experience of the financial systems in a busy community Law Centre whilst also developing existing skills.

The role of the Book keeping volunteer is primarily to assist the Finance & Monitoring Supervisor in ensuring that the Centre's financial systems, payments and reporting of financial information to appropriate colleagues is provided.

A professional approach to this work is essential as is the ability to deal with telephone calls and clients in a calm and sensitive manner. **We require a minimum commitment of at least six months for two days per week.** Working hours and days can be arranged by mutual agreement, though normal attendance is 9.30am to 5.30pm. Volunteers would be expected to be supportive of the Law Centre's work and of our client's needs. We operate an Equal Opportunities policy to which both paid workers and volunteers are expected to be committed. In line with legislation there is a no smoking policy anywhere in the building.

Due to the nature of our work, volunteers will be expected to sign an undertaking of client confidentiality - no information relating to any files or clients may be disclosed to third parties without the express consent both the client and the Law Centre.

Responsible to: Lilian Byrnes, Finance & Monitoring Supervisor

Financial

This will include:

- Entering disbursements onto case management software
- Compiling invoices prior to payment
- Dealing with payment enquiries with suppliers
- Completing and checking cheque requisition forms provided by other staff members
- Sending payments to suppliers and providers
- Data Entry onto QuickBooks
- Data Entry of County Court monitoring forms onto Excel spreadsheets
- Preparing Exceptional files for delivery to the Legal Services Commission for auditing
- Making banking payments

Reporting

- Assisting the Finance & Monitoring Supervisor with various tasks inc. preparation of quarterly monitoring statistics and analysis of client feedback forms

Administration

General administrative tasks to include:

- Assisting with incoming and outgoing mail
- Photocopying and filing of bills and invoices
- Using MS Office applications including Word, Outlook and Excel
- Other finance, book keeping and admin related tasks as necessary

BOOK KEEPING / FINANCE VOLUNTEER - PERSON SPECIFICATION

The person specification details the minimum knowledge or experience required to successful placement as a Book keeping volunteer.

Please use this specification when completing your application form, ensuring that you address all of the essential criteria. Our decision on whether you are suitable for a placement is dependent on whether you meet all of the essential criteria.

If you feel you would be able to match the essential criteria but you not have direct working or educational experience, please mention this on your form.

	Skills/Experience	Essential	Desirable
1	Previous office and finance related experience		*
2	High standard of customer service skills and a professional approach towards providing financial information to colleagues	*	
3	Computer literacy, preferably using MS Office applications, particularly Excel, Word and Outlook. Ability to learn and improve existing computer skills where necessary	*	
4	Numerate and ability to understand budgets	*	
5	Experience of using databases	*	
6	Knowledge of <i>Quick Books</i> financial software		*
7	Ability to interpret financial information and ability to meet deadlines	*	
8	Experience of monitoring and reporting outputs and outcomes	*	
9	Commitment to the aims of the Law Centre and to the Law Centre's client group - many of whom are on low income and from a variety of ethnic backgrounds	*	
10	Understanding of the importance of maintaining client confidentiality and willingness to sign confidentiality agreement	*	
11	Proactive approach towards ensuring our Equal Opportunities Policy is continually applied in all areas of your work	*	