

FINANCE ASSISTANT VOLUNTEER

LINE MANAGER: Finance Manager

LOCATION: St Luke's Hospice, Turnchapel

DESCRIPTION OF ACTIVITIES

In this role, your aim will be to

Support and work within a successful Finance team in the Charity sector, utilising your existing skills as well as the opportunity to gain further knowledge and experience in finance and administration. Your valuable time will contribute to efficient running of the department and allow St Luke's Hospice to continue to develop and deliver vital services in the local community.

Activities and tasks to be trained on:

- To count cans, buckets and any other containers or bags used to fill with money, accurately.
- To assist the finance admin team with the completion of bank paying in slips; bag up the money to associated money ready for Loomis collection.
- To assist with the cleansing of data on Raisers Edge and Combase, as required and instructed by the Finance Manager.
- To assist with the collation and transfer of raffle ticket information to a spreadsheet.
- As required, assist the finance admin team with raffle ticket folding.
- To assist the finance admin team with the opening and electronic logging of post.
- To assist the finance team with the sort and review of shops paperwork; document and collate all information and anomalies on a spreadsheet.

St Luke's Volunteer Services

Tel: 01752 401172 • Email: volunteer@stlukes-hospice.org.uk

www.stlukes-hospice.org.uk

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Activities and tasks to be trained on:

- Assist the purchase ledger administrator with the scanning and attaching of documents to PS Financials.
- Assist the finance admin team with the scanning of batch paperwork.
- File paperwork as required and requested.
- Assist both the lottery admin and purchase ledger administrators with envelope stuffing, as required.

Communication and Relationships:

- Willingness to communicate openly and honestly with all finance staff and volunteers.
- Effective team-working with other staff and volunteers in- office to ensure we are all working towards the same goals.
- All other liaison with the Management Account as required.

Knowledge, Training and Experience

No experience is necessary as full training will be given – however, if there are any retail related skills you would like to gain – we might be able to help!

Freedom to act

To be discussed as part of ongoing development with the Management Accountant.

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