

VOLUNTEER OPPORTUNITY

VOLUNTEER ROLE:	Finance Assistant
TEAM:	Finance
RESPONSIBLE TO:	Barry Featherstone
NUMBER OF HOURS:	Approx. 4 – 8 hours per week on a Monday

JOB PURPOSE:

To assist the Finance Team in counting and processing the weekly offerings for all Centres.

KEY ACTIVITIES

1. Counting and recording weekly offerings on the finance system.
2. Recording standing orders on our gift aid system.

SKILLS REQUIRED

You do not need to have any accounting qualifications however it would be helpful if you have:

- Good numeracy skills
- High attention to detail
- Basic Microsoft Office skills

A minimum criteria for all office volunteers, would be that they attend a LifeGroup and the LifeGroup leader is able to provide a reference. However, due to the confidential nature of this role, you would also need to be a Committed Member.

