



## **Volunteer Role Description: Finance Volunteer**

### **Role purpose**

To provide financial administrative support for the work of ASSIST's office

### **Tasks**

- Counting cash and reconciling petty cash records.
- Financial record keeping using our finance software:
  - reconciling income, ensuring allocation to correct income code
  - reconciling expenditure, checking invoice and expenditure code allocation
- Organising and filing invoices
- Handling email queries
- Preparing financial reports with support from the Finance Officer

### **What you need to begin the role**

- Understanding of, and willingness to work with, diversity and cultural difference
- Good spoken or written English
- Good IT skills in Excel or Google Spreadsheets
- Good numeracy skills
- Being patient
- Problem solving ability
- Attention to detail, being accurate and organised
- Willingness to learn and develop skills
- An interest in financial and admin systems

If you have lived experience of racism, the asylum system or migration, and do not meet all of these criterias, we encourage you to apply. We can support and train you during the role to gain the necessary skills.

### **What you can gain from the role**

- The basics about the UK asylum system, and the experiences of people whose asylum claims have been refused
- Knowledge of digital financial processes and procedures
- Familiarity with CiviCRM database
- Advanced Excel and Google Spreadsheet tools
- Understanding of charity finance systems
- Xero accounting software
- Financial reporting

## Essential Training Provided

- Intro to ASSIST
- Confidentiality and Data Protection

**Time commitment:** Minimum 3h per week

**Volunteering days / time:** Flexible, Weekdays between 10-6pm.

**Resources:** We cover travel expenses and other ad-hoc essential costs related to your volunteer role

**Location:** ASSIST Office at Victoria Hall Methodist Church, Norfolk St, Sheffield S1 2JB.

**ASSIST team:** This role is part of the Finance team, managed by the Finance Officer

## Any Questions?

If you would like a chat about our roles or have questions, contact Leah, our Volunteer and Community Outreach Coordinator:

 07422655683

 [volunteer@assistsheffield.org.uk](mailto:volunteer@assistsheffield.org.uk)

**To apply, head to our website:**

DIO WODSTS <https://www.assistsheffield.org.uk/content/volunteer-us>