

Finance Volunteer

REPORTS TO: Louise Shepherd-Evans, Finance Manager

PURPOSE: To help the Finance team maintain accurate and timely financial accounts and reports, using accounting software and to assist in the development of Spreadsheet development. Training, support and ongoing supervision is provided.

HOURS: Two to four hours a week, as required.

BASED AT: **For the foreseeable future working from home** but the usual office address is: Richmond Borough Mind Support Office, UK House, 82 Heath Road, Twickenham, TW1 4BW.

DUTIES CAN INCLUDE:

- Keeping the Sage accounting software up to date with transactions including:
 - Accounts payable and receivable duties including: set up of new suppliers and customer accounts, invoice entry, payment entry and allocation to projects.
 - Preparation of monthly journal entries.
 - Entering petty cash transactions, bank transfers and transactions & bank reconciliations.
 - Updating spreadsheets.
 - Filing & helping office staff respond to telephone calls and queries.
 - Updating management Accounts and budget setting files for MS Excel developments.

SKILLS / ATTRIBUTES & ABILITIES REQUIRED:

- IT skills – ideally experience of Sage Accounts, but other accounting systems considered.
- IT skills - Microsoft Office, especially the ability to use Excel.
- Accounting training and / or experience such that you understand practically how a Profit and Loss Statement and Balance Sheet are derived.
- Understand the purpose of nominal accounts / general ledger account codes.
- Accuracy and attention to detail is essential.
- Open approach to ensure clear communications, reliable.
- Good time management skills, ability to organise and work independently.
- DBS check required (RB Mind administers this and covers the financial cost).

WHAT WE OFFER:

- Travel expenses
- Ongoing support and supervision
- References (after completion of 3 months' volunteering with us)

If you are interested in applying for this volunteer role, please contact the Volunteer Coordinator, on 07849 090901 volunteering@rbmind.org thank you.