

Volunteering with Wakefield Hospice...

Role Description:

Wakefield Hospice Accounts/Finance Volunteer

Volunteer role in: Finance Office

Volunteer responsible to: Finance Manager / Director of Finance

Volunteering location: Wakefield Hospice

Supported by: Finance Manager / Finance Team / Volunteer Services

Summary of Role:

To assist and work under the direction of the Finance Staff.

Usual role hours/shift:

Monday - Friday 9am-4pm (morning and afternoon shifts available)

Reporting absences:

If you are unwell, going on holiday or are otherwise unable to undertake your shift, please contact the Finance team or the Volunteer Services department as soon as possible.

Volunteers may be asked to help with:

- Counting / checking money accurately and recording on appropriate forms
- Entering data onto Excel, Sage or Donorflex spreadsheets when required
- Keying card payments into card machine, checking bank entries
- Help with reconciling accounts
- Posting purchase invoices onto Sage
- Checking invoices against delivery notes
- General filing, shredding and other admin duties

Volunteers must:

- Maintain the Hospice code of confidentiality in regard to service users, their families and carers and all business matters
- Observe and implement the Hospice policies on fire, health and safety, manual handling, infection control, safeguarding and cash handling, reporting any hazards or concerns promptly
- Participate in mandatory training and training deemed necessary for specific roles

Training:

The Hospice is committed to the ongoing training and development of volunteers, aiming to provide appropriate training for all volunteers in order to meet statutory obligations, ensure volunteers are well supported in performing their role and to provide opportunities to undertake additional training for personal development. The Voluntary Services department will ensure that volunteers are informed of, and booked on to, all mandatory and statutory training.

Mandatory and statutory training identified for this role:

- Volunteer Induction
- Mandatory training
- DBS check required before starting in role

Person Specification / skills required

Volunteers in this role need to be numerate and able to work accurately and with attention to detail. Computer skills are an advantage, willing to be flexible and adaptable. They must be completely trustworthy and be able to work with minimal supervision.

To apply for the role, please complete a Volunteer Application form and return to Sophie Baker, Wakefield Hospice Volunteer Services Coordinator.

Email: vs@wakefieldhospice.co.uk

Post: FAO Sophie Baker, Wakefield Hospice, Aberford Road, Wakefield, WF1 4TS