

ROLE DESCRIPTION

DATED: 14 JANUARY 2022



Title:	Volunteer Internship - Finance
Reports to:	Finance Manager
Locations:	Trowbridge, Wiltshire
Availability:	<p>We aim to offer flexibility to best suit your needs. The minimum requirement for this role is 1 full day or 2 half days within office hours.</p> <p>Volunteers may be asked to attend training events and meetings, which may be in the evening or at weekends.</p>
Benefits of Role:	<p>Placement volunteers are highly valued for the skills and energy they bring. Generally our internships last anywhere from three to 12 months, for two or three days a week - which means you can still work part-time while you're with us. It's a great chance to learn the ins and outs of a dynamic and growing domestic abuse and sexual violence charity and bounce your ideas off some talented, passionate people. As a Finance Volunteer Intern you will develop valuable financial knowledge, skill and experience for your CV. There may be some ad hoc opportunities to get involved in other areas of activity. We can provide a reference after 3 months of volunteering.</p>
Expenses:	Splitz will cover travel expenses and meet the cost of appropriate training to the role. Free parking is available.
Main Tasks:	<p>Uploading invoices using Dext Reconciling petty cash Preparing schedules for posting Finance related administration</p>
Training:	We provide induction training and specific-to-role training in the finance office.
Skills & Qualities:	<p>Ideally suited to someone studying finance or accounting who is in need of work experience or someone returning to work after a break.</p> <ul style="list-style-type: none">• Good numeracy• Good attention to detail• Basic knowledge of or a willingness to learn IT skills• Organised approach to work• Good team worker/good interpersonal skills• Adaptability and flexibility
Risk:	<p>Errors are made by volunteer that impact on the department. Fraud or theft by volunteer</p>
Measures:	<p>Adequate supervision by Finance Manager and review of work to ensure that an acceptable standard is maintained</p> <p>Limited supervised access to cash & bank</p>