

Volunteer Role Profile

Volunteer Role

Group Finance Contact

Volunteer Manager

Staff contact

Where you will be based

Home

Why we want you

Local groups and activities are run by volunteers and offer friendship and support to people living with Parkinson's, their families and carers across the UK. Group Finance Contacts lead and guide the finances and record financial activity accurately. What you do may vary depending on the type of group you are involved in. Talk to your staff contact for more detail.

What you will be doing

- Provide accounting and banking support to the group and record financial activity, keeping the group and UK office informed of the group's financial position
- Advise the group on financial policies, internal control and the appropriate use of funds
- Complete financial returns to UK office within the specified timescales
- Be a joint signatory on accounts, and open and maintain bank accounts in the charity's name
- Ensure volunteer expenses are paid in line with the Volunteer Expenses Policy
- Support the development of budgets for the year and each activity
- You may also arrange payments to suppliers, facilitators and delivery professionals as required and from group participants where required
- You may respond to enquiries about an activity from potential participants
- You may liaise with donors and contribute to fundraising ideas and events

The skills you need

- Ideally have previous financial or accounting experience, as well as a willingness to learn
- Are effective communicators, as you will be working with a wide range of different people
- Are collaborative and team focused, as you will need to discuss the group's finances with the group and Parkinson's UK
- Are motivated and reliable, with strong financial, IT and organisational skills in order to help the group operate

What's in it for you

- learn and develop financial, administrative and people skills

- gain experience working in a financial capacity, especially in relation to bookkeeping
- meet new people and make new friends, both in the group and the local community

Disclaimer

Role specific training will be provided throughout your volunteering with us. This will include some e-learning from home using our online induction. Out of pocket expenses will be reimbursed in line with the Parkinson's UK volunteer expenses policy.