

## Role Description

<b>Role Title:</b>	<b>Finance Volunteer</b>
<b>Department:</b>	Finance
<b>Reports to:</b>	Head of Finance
<b>Location:</b>	HfW Head office in Brixton (SW9 9SP)

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### Overall Aim

Housing for Women is a charity and a housing provider with a mission to empower women and challenging inequality. We support women through affordable housing, help women and children escaping domestic abuse, survivors of trafficking, women leaving prison and older women. We are looking for a friendly and motivated female volunteer to help us filling and archiving records and information kept on-site as well as support Head of Finance and the Finance Team with various administrative tasks.

Housing for Women is looking for a volunteer with finance and administration experience to support our energetic finance department. This could be someone studying for their ACCA, AAT, CIMA or ACA qualifications, or someone recently qualified who wants some work experience. Previous volunteers have gone on to get employment within the charity sector.

We are looking for a volunteer who can commit to volunteering at least two days a week for a minimum of six months.

This is the perfect opportunity for anyone looking to use their finance skills on a regular basis. If you are looking to gain hands on experience in charity finance in a supportive environment, this is the perfect opportunity for you! We will provide relevant training and help you to identify career development opportunities.

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### Key Responsibilities

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- ✓ Inputting data into the Finance and Housing system
  - ✓ Checking tenant accounts
  - ✓ Answering queries, supply statements reconciliations
  - ✓ Construct reconciliations, journals
  - ✓ General office duties such a data entry, photo copying and printing
  - ✓ Maintain administrative systems and update where necessary
  - ✓ Inputting invoices into system
  - ✓ Scanning invoices
  - ✓ To act in accordance with the aims of Housing for Women
  - ✓ To promote and implement Housing for Women's Equal Opportunities Policy and other polices adopted by the Board
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## Availability

We are looking for someone who can commit to volunteering one or two days a week for a minimum of six months. We can be flexible with the days and hours as long as they are compatible with our service operation hours: Monday to Friday 9:30 am to 4:30 pm

Visits to our offices will be arranged in accordance with guidelines on social distancing. Protective equipment would be provided if deemed necessary.

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## Benefits of Volunteering with Us

This is a great opportunity for somebody looking to gain experience in the charity finance sector. Some additional benefits are:

- ✓ Experience of working in a supportive and professional environment
- ✓ Full induction, support, and supervision
- ✓ Opportunity to develop new skills in a supportive and encouraging environment.
- ✓ Relevant training opportunities in the area of charity finance.

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## Additional Information

- ✓ Core training and induction will be provided prior commencing the role.
- ✓ We reimburse genuine out of pocket travel expenses (London zones 1- 6) to and from the place of work and up to £5 for lunch expenses for people volunteering four or more consecutive hours.
- ✓ We welcome applications from people of all backgrounds and sections of the community and we particularly encourage applications from senior citizens, ex-offenders, LGBTQ+ people and Black, Asian, and Minority Ethnic (BAME) candidates as they are currently under-represented in our Volunteering Programme.

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## Some Experience, Knowledge and Skills that would be useful for this role

<b>Experience, Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Knowledge and experience of Word, and Excel. Packages</li><li>• Awareness of workplace health and safety requirements is desirable but not necessary.</li><li>• Interest in future employment in charity finance.</li><li>• Good verbal and written communication skills</li><li>• Possess or be studying towards a relevant bookkeeping or accounting qualification</li></ul>
<b>Personal style and Behaviour</b>	<ul style="list-style-type: none"><li>• Ability to work on own initiative and working well as part of a team</li><li>• Resilient, able to handle conflict and remains calm under pressure</li><li>• Reliable and trust worthy</li><li>• Have a non-judgemental attitude</li><li>• Ability to maintain confidentiality and to follow best practice in Data Protection</li></ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"><li>• Personal commitment to the corporate values, vision, and objectives of Housing for Women's culture of continuous service improvement</li><li>• Evidenced commitment to equality and diversity</li><li>• Sensitivity to working in a multicultural environment</li></ul>

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For more information, please contact **Chryssy Hunter – Volunteer Coordinator**

**Email:** [volunteer4us@h4w.co.uk](mailto:volunteer4us@h4w.co.uk) **Phone:** 020 7944 804

To apply, please complete Volunteer Application Form <https://forms.office.com/e/Cx7NaDH8C4>