

FINANCE ADMINISTRATION VOLUNTEER

ROLE BRIEF



WHY VOLUNTEERING WITH NORTH DEVON HOSPICE IS AWESOME:

Time is the most precious thing you can give. You want to make sure it makes a difference. By giving your time as a volunteer for North Devon Hospice, we guarantee you will be having a positive impact on someone's life, when it matters most.

You might volunteer in a team working directly with the patients and families we care for, or with our support teams who help make that care possible. Either way, you will be making sure that someone facing a life-limiting illness like cancer does not have to face it alone. Thank you.

THE AIM OF THE ROLE:

To assist the Finance Team with digitalising their paper records and ongoing record keeping. You will be instrumental in helping the team streamline the departments' records and ensuring the Finance Team records up to date and accessible.

WHAT'S INVOLVED?

You will be supporting the Finance Team with routine admin duties such as filing, scanning, and photocopying documents as necessary as well as cash counting.

Primarily you will be scanning documents into electronic files, ensuring all files are appropriately named and filed in the correct format. You will also be required to count cash donations and complete reconciliation of payments as required

Full training will be given, and no previous experience required however, a good level of English and basic IT skills would be advantageous.

You may be asked to undertake other tasks as requested or appropriate within the nature of the role.



HOURS REQUIRED

Commitment to a regular shift is preferable although some flexibility will be required.

WHAT THE HOSPICE OFFERS:

- A safe, welcoming and supportive environment
- You will be part of a dedicated and friendly team
- The opportunity to utilise existing skills or develop and learn new skills
- The opportunity to meet new people
- The knowledge you are directly contributing to the care and support offered to our patients and their families we care for
- An induction and full training and guidance given on all aspects of the role
- Reimbursement of reasonable travel expenses, once agreed in advance

WHAT YOU CAN OFFER US:

- An ability to work as part of a small team in a busy environment
- An ability to work in a flexible and approachable manner
- Be able to work on your own
- Good literacy and IT skills and a willingness to learn
- Good personal hygiene and a willingness to follow strict infection control measures
- Be able to maintain confidentiality
- Good communication skills with a good attention to detail
- A willingness to undertake training and to follow NDH policies and guidelines

