



At the HEART of the Community

Unit 4, Second Floor, Butetown Community Centre, Butetown, Cardiff CF10 5UZ

T: 02921 321073 e: info@MentorRing.org.uk

Volunteer Finance Role and Responsibilities:

- The role will see you being responsible for a broad range of duties covering bookkeeping and accounts.
- As this is a small organisation it is a question of 'all hands on deck' so there may be occasions where you will be becoming involved in volunteer administration, public relations and basic technical support
- To give relevant input in meetings, making informed decisions on logistics such as venues, dates, times, invitees and catering.
- To maintain project finances database.
- To maintain the charity's diary of volunteer attendance and visits and expenses forms
- To attend volunteers meeting on a fortnightly basis for updates on the projects
- To ensure all stationary requirements, refreshments and venues for training are met effectively

PREFERRED SKILLS

- Good communication skills
- Experience of Quickbooks or book keeping
- Organised work as part of a team

PERSON SPECIFICATION :

- Self –motivated
- Good Interpersonal Skills
- Creative
- Outgoing
- Professional manner
- Flexible