



Finance Volunteer

Job Description

Key role and responsibilities

- To process invoices and make payments through online banking.
- Chase overdue invoices via email and phone and communicate outcome to relevant members of the team.
- Managing financial transactions both online and in person at the bank.
- To communicate when payments have been authorised or need authorising with finance director
- Deal with internal & external financial queries
- To work as part of a team with other admin volunteers.
- To attend training and meetings as appropriate

Volunteers commitment to the Admin team

- To be able to attend the hub once a week (flexible on days)
- To maintain confidentiality at all times.
- To be willing to adhere to all Our Place policies and procedures and live in accordance with the Our Place mission and values and ethos.

Application and Screening Process

- Written applications only will be considered
- Enhanced DBS Check
- Two satisfactory and current references
- Personal interview with Our Place Admin Coordinator

Our Place Support is a Community Interest Company and have stringent financial controls which require two stage authentications on all transactions.