



Finance Volunteer Person Specification

Personal Qualities and Skills

- Be interested in or have worked with finance & accounting.
- Able to complete tasks with accuracy.
- Able to use computer for online banking to process payments.
- Excellent communication skills.
- To be honest, reliable and trustworthy.
- To be committed and self-motivated.

Time Commitment

- Be willing and able to work ½ a day per week
- Attend mandatory training and other training as appropriate.

Qualifications and Experience

Essential

- 18 Years and above
- Must not have been declared bankrupt.

Desirable Qualities

- Experience or knowledge of the Xero system