**Job Description – Volunteer Finance Assistant**

**Job purpose:** To keep the nursery accounts up to date using Quickbooks software

**Responsible to:** Office Manager

**Job Details:** Voluntary 2 hours a week or 3/4 hours once a fortnight

(flexible hours on Tuesday’s, Wednesday’s or Thursday’s)

#### Main duties and responsibilities:

* Data entry – entering invoices and income onto Quickbooks software
* Filing bank statements and reconciling bank statements on Quickbooks
* Sort expenditure and income in accordance with budget categories.
* Run reports such as quarterly reports and financial forecasts
* Assist the Office Manager/Treasurer with the production of end of year accounts
* To work within the team to promote the ethos of BCPH and actively improve its services.
* To undertake any additional administrative duties that may be required from time to time.
* Subject to DBS

# Person Specification - Volunteer Accounts Assistant

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|  | **Essential** | Desirable |
| **Training and Qualifications** |  |  |
| **Experience** | Book-keeping experience |  |
|  | IT skills, working knowledge of Excel spreadsheets |  |
|  | Experience of developing and maintaining effective record systems, including financial.  Experience of data entry into Quickbooks. | Good working knowledge including Chart of Accounts and ability to run reports to obtain necessary financial information. |
|  |  | Experience of working in a similar role |
|  |  | Experience of working without direct supervision, managing and prioritising own workload |
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| **Knowledge & Abilities** | Good standard of literacy and numeracy | Understanding of voluntary management committees |
|  | Excellent organisational skills | Understanding of childcare provision |
|  | Good written and verbal communication skills |  |
|  | Ability to work as a team member |  |