

## Volunteer Accounts Assistant

### Role Context

Age UK Ealing's mission is to promote the wellbeing of all older people in Ealing and empower them to achieve full quality of life. We provide a range of support services for older people in the London Borough of Ealing including Information and Advice Service, Day Centre, Befriending and Digital Inclusion. We also run Greenford Community Centre, where our office and services are based alongside a range of other community activities.

### Main Duties:

**The position will assist the Finance manager and Accounts Assistant, in running the day-to-day accounting tasks:**

- Maintaining both the electronic and manual files on a real time basis.
- Helping with banking, such as completing deposit slips and assist in maintaining cash control, using excel spread sheet.
- Assisting with the preparation of the management accounts, quarterly and annual accounts for auditors annually
- Assist with suppliers' management
- Any other tasks that may be required from time to time, as appropriate.

Full training and support will be provided to all Volunteers by Management.

### Personal qualities most suitable to this role:

- Good computer and numerical skills
- Good communication skills, able to understand accounting tasks
- Able to work confidentially and be patient, tactful, discreet, and sensitive.
- Able to work reliably in a busy, sometimes hectic environment.
- Able to respond appropriately to different and sometimes challenging situations.
- Basic computer skills and at ease using the internet.

### Desirable Qualities:

A good understanding of accounting principle, experience and understanding of computer accounting.

### How much time is involved?

7 hours per week on a dedicated weekday, during office hours between 10am and 4pm. Days are flexible as agreed with your supervisor. We ask all Volunteers to commit to at least 6 months of Volunteering time.

### Expenses and Insurance:

We will cover agreed out-of-pocket expenses (e.g. travel costs). You will be required to have a Basic DBS police check certificate which will be provided free of charge to you & you will also be covered by our professional indemnity insurance.

**Responsible to:** Finance Manager

