



INVESTORS
IN PEOPLE | Accredited
Until 2022



METRO GAVS Community Domain

Finance Volunteer Role

Description of Role:

The Finance Volunteer will be an integral part of METRO GAVS, providing financial support to a range of voluntary sector organisations.

The volunteer will provide financial advice to local organisations in-person at a monthly advice surgery. The volunteer will also provide on-going support to a small caseload of organisations via email and phone.

The role is a fantastic opportunity for someone to broaden their financial skills within the Voluntary and Community Sector (VCS).

Volunteer role duties:

- Explain financial processes to organisations who may not have much prior knowledge
- Assist organisations in their development of any budgets, or cash flow data, as required
- Assist organisations in the development of financial procedures and checks
- Offer book-keeping advice and support, including use of accounting systems (Sage, Quick Books)
- To provide advice and support in person, agreeing on a plan of action and any follow-up work needed
- To provide follow-up support via phone/email if necessary
- To undertake financial health checks with VCS organisations as required
- To identify training needs of the VCS in Greenwich
- To develop and maintain a library of relevant publications and information for the use of local groups
- Complete regular supervision with Voice & Infrastructure manager and raise any concerns arising from advice sessions

Time commitment:

The volunteer will attend an advice surgery once a month, where they will see a maximum of four organisations. Advice sessions will last up to 45 minutes and a commitment of around 4 hours is expected. On a fortnightly basis, the volunteer will spend two hours completing any follow-up work needed.

METRO Woolwich
1st Floor Equitable House
7 General Gordon Square
London
SE18 6FH

METRO Vauxhall
N206 Vox Studios
1-45 Durham Street
London
SE11 5JH

METRO Essex
Suite 1 Perception House
50B Duke Street
Chelmsford
CM1 1JA

METRO Gillingham
Long Catlis Road
Parkwood, Rainham
Gillingham
Kent
ME8 9PR

METRO GAD
The Forum at Greenwich
Trafalgar Road
London
SE10 9EQ

Skills, Experience, Qualifications required (Essential or Desirable):

- Qualification in accountancy – AAT, ACMA, ACCA, ACA or CIPFA qualified or part (E)
- Proven ability to manage financial systems (E)
- Two years’ experience working in a financial environment (E)
- Good communication skills, including ability to explain complex information in an easy to understand way (E)
- Strong administrative skills, including ability to use accounting packages and MS Office software (E)
- Ability to plan and prioritise a varied workload (E)
- Good written communication skills and attention to detail (E)
- Commitment to principles of Equality & Diversity (E)

Please tick which area of interest and type of activity best fit the voluntary opportunity on offer –

	Area of Interest		Type of Activity
	Animals	✓	Administration
	Art and Culture		Advice Work
	Children		Architecture & Building Work
	Disability		Art
	Disaster Relief		Befriending
	Domestic Violence		Business & Management
	Drugs and Addiction		Campaigning & Lobbying
	Education & Literacy		Caring
	Elderly		Catering
	Employment	✓	Community Work
	Environment		Computers & Technology
	Families		Counselling
	Gay, Lesbian, Bi & Transgender		Driving
	Health, Hospitals and Hospices		Entertainment

	Heritage	✓	Finance Work
	Homeless and Housing		Fundraising
	Human & Civil Rights		Hostel Work
	International Aid		Languages
	Legal Aid & Justice		Legal Work
	Mental Health		Marketing, PR & Media
	Mentoring		Music
	Millennium Volunteers		Practical Work & DIY
	Museums		Retail & Charity Shops
	Music		Teaching & Training
	Politics		Trusteeship/Management Committees
	Prisoners & ex-offenders		Under 16 Volunteering
	Race & Ethnicity & Refugees		Representation
	Religion		Gender
	Sport & Outdoor Activities		
	Women's Groups		
	Youth		

The volunteer recruitment and selection procedures are –

Application form	✓	Police check/DBS disclosure	✓
Induction	✓	References	✓
Formal Interview	✓	Probation period	✓

The following conditions apply to this volunteering opportunity

Details of out of pocket expenses provided for this volunteering opportunity	<i>Travel expenses paid for all volunteers. Meal expenses for sessions 4 hours plus. Receipts must be provided.</i>
Details of induction, supervision and support offered to volunteers	<i>Induction training provided by Voice & Infrastructure Manager. Volunteers must attend regular supervision as agreed.</i>
Details of what insurance is provided for volunteers both on and off the premises	<i>Volunteers are covered under our "Employers Liability Insurance" whilst representing The Metro Centre Ltd on or off the premises.</i>
Details about any training offered to volunteers, both informal and/or any accredited training	<i>As above.</i>

Volunteers with additional support needs

METRO is committed to equality of opportunity and diversity to those in the community with Additional Support Needs such as learning difficulties, mental health issues, physical disabilities and long term illnesses.