

Finance Volunteer Role Description

Our 50 Local Networks operate across the UK bringing local people affected by Crohn's and Colitis together and raising awareness of the conditions with members of the public. From educational talks to social events, we help give people the comfort and confidence to live freer and fuller lives. And together, we can make our voice heard.

Each Local Network is run by an Organising Team; a group of 6-10 volunteers responsible for putting on events and engaging with their local Crohn's and Colitis community. The entire Organising Team is expected to contribute to the upkeep of engagement and organisation of events, with two key volunteers taking on the specific roles of Lead and Finance.

What this role involves:

- Acting as the main link on financial matters between Crohn's & Colitis UK's volunteering team and the Network
- Taking up regular training and development opportunities, as provided
- Representing Crohn's & Colitis UK on a local level
- Volunteering within Crohn's and Colitis UK Terms of Reference, guidance and procedures

Specific tasks may include:

- Liaising with businesses to secure complimentary or discounted venues and services
- Keeping clear, thorough records of all financial transactions and providing updates to the organising team
- Attending fundraising events and collecting funds
- Monitoring appropriate expenditure, alongside your Coordinated Treasurer
- Working with a Coordinated Treasurer to process all incoming and outgoing funds
- Paying cash donations into the Network bank account via cheque, transfer or paying-in book

Who we are looking for:

- Flexibility and commitment to the role
- People committed to improving the wellbeing of others
- Great organisers with attention to detail and accuracy
- People with basic IT skills and experience using MS Excel

What we can offer you:

- A great addition to your CV
- Experience processing and managing financial balances
- An insight into third sector working and community engagement
- A chance to be involved with new project development in their early stages
- A chance to meet people from all walks of life and give back to your community by making a difference to the lives of people with lifelong illness