

## JOB DESCRIPTION

<b>Job Title</b>	<b>Finance Volunteer</b>
<b>Department</b>	<b>Finance</b>
<b>Reporting to</b>	<b>Finance Volunteer Co Ordinator</b>
<b>Location</b>	<b>Fair Havens</b>
<b>Purpose of Role</b>	<p>Havens Hospices is a registered Charity comprising the activities of both the Fair Havens Adult Hospice, Little Havens Children's Hospice and The J's. In addition, the Charity owns and manages two separate subsidiary companies: Havens Hospices Trading Ltd which currently operates 23 shops in Southend and across South Essex, and Havens Development Company Ltd which has been established to manage the design and building of a new adult hospice.</p> <p>Working as part of the central Finance Team the job involves (i) prime responsibility for ensuring that the organisation's sales and purchase invoices are processed in accordance with accounting systems and procedures and are maintained in line with agreed laid down procedures.</p>
<b>Main Duties &amp; Responsibilities</b>	<p>The Finance Department are looking for someone with a background in Bookkeeping or a retired Accountant.</p> <p>The following list is not exhaustive and is intended only to indicate the range of activities that the post holder will be required to undertake.</p> <ol style="list-style-type: none"> <li>1. Carry out reconciliations on General Ledger accounts</li> <li>2. Carry out reconciliations on Supplier Accounts</li> <li>3. Assist with Purchase Ledger invoice posting</li> <li>4. Assist with the preparation and sending of Sales Ledger Invoices</li> <li>5. Assist with other accounting duties as they arise</li> </ol>
<b>Personal Specification &amp; Skills</b>	<p><b>Essential</b></p> <p>Previous experience working in an Accounts / Finance Department</p> <p>Intermediate keyboard and IT skills, working with Word, Excel and Outlook, PowerPoint</p> <p>Ability to communicate confidently, but sensitively with a wide range of people</p> <p>Willingness to learn and develop new skills</p> <p>Ability to work on own initiative and work effectively within a team</p> <p>Ability to multi task and manage a busy and varied workload, working methodically and paying attention to detail</p> <p>Friendly, caring attitude towards people</p>

	Committed to maintaining confidentiality				
	Committed to Equal Opportunities				
	Enthusiasm				
	'Can do' attitude				
	Able to work with a flexible approach to the working day to meet deadlines as maybe necessary				
	<b>Desirable</b>				
	Working knowledge of SAGE accounting systems or similar				
	Experience of working in the Charity Sector				
	Experience of working with Volunteers				
	Working knowledge of Raisers Edge				
Working knowledge of Purchase Order System					
Car owner / driver or have access to own transport					
<b>Expected Behaviour (Competencies)</b>					
<b>Core Competencies</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
Working with Others				X	
Planning and Analysis				X	
Managing Change			X		
Customer Focus				X	
Communication, Drive & Impact			X		
<b>Advantage Competencies</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>
Managing Ambiguity	X				
Influencing, Negotiating & Decision Making	X				
Leadership	X				
<b>Copy of Job Description Issued to Current Job Holder</b>					
I have received a copy of the above job description and agree that this gives an accurate overview of the main duties and activities of my job role. I understand that the Company will review job descriptions on a regular basis and that my job role may change or be amended in order to meet the needs of the business.					
<b>Safeguarding statement</b>					
Havens Hospices is committed to safeguarding and promoting the welfare of children, young people and adults at risk. Havens expects all staff and post holders to share this commitment. References: A minimum of two referees must be obtained, one of which should be the current or most recent employer and both should be able to testify to the suitability for the role and whether there is any known reason why any candidate should not work with vulnerable groups. The charity will request a check via The Disclosure and Barring Service (DBS) for roles that require contact with children, young people and vulnerable adults and these must be obtained prior to commencing employment with the charity.					
<b>Name</b>			<b>Date</b>		

Last Update: May 2021