

Finance Team volunteer – job description

Purpose of the role

The ART Finance Team is a small group of volunteers who ensure that all income is correctly accounted for in the bookkeeping system (Quick Books). They also support the online shop (Presta), helping to monitor stock levels, investigating queries, and supporting the fulfillment volunteer so that orders can be fulfilled quickly and accurately. The team are also encouraged to identify and implement efficiency measures to ensure that volunteer time is spent as productively as possible.

Key duties and responsibilities

- Download bank transactions into Quick Books and allocate them against the correct income stream (shop, donations, subscriptions, event bookings)
- Provide data to the shop order fulfillment volunteer so that orders are picked and shipped efficiently
- Help maintain data in the shop (Presta) and bookkeeping (Quick Books) systems.
- Covering for other volunteers when unavailable due to holiday, etc.
- Identify and implement changes to processes and systems so that they work efficiently and work to the benefit of ART, staff, and volunteers
- Document processes
- Produce reports and generally assist the Treasurer and Office Manager

Reports to: The ART Treasurer.

Primary Location: Home working. May be asked to support the annual ART conference by selling shop merchandise.

Hours: About 5 hours a week on average, although workload can vary and some weeks are busier than others. Ideally the work would be spread over several days of the week as other commitments allow. Occasional peaks such as the annual ART conference may require some extra time. May be asked to attend occasional meetings via video conferencing.

Pre-requisite: Must have a reasonably current PC with reliable broadband connection and running MS Office (Excel, Outlook, Word).

Finance Team volunteer – person specification

Essential qualifications and skills

- Experience of maintaining accurate financial records
- IT competent with experience of using electronic financial systems
- Good working knowledge of Microsoft Office: Outlook, Word, Excel
- Good problem-solving skills
- Excellent communication skills
- Ability to work on own initiative and as part of a team

Desirable knowledge and experience

- Experience of using standard online ordering and bookkeeping systems. (Ideally Quick Books and Presta Shop, but full training will be given)
- Process improvement experience
- Experience of bell ringing community and understanding of ringing terms and jargon