

VOLUNTEER FINANCE ASSISTANT

(BASED AT THE NEWCASTLE UPON TYNE FINANCE OFFICE)

Overview

Oxfam is a global movement of millions of people who share the belief that, in a world rich in resources, poverty isn't inevitable. We respond fast in emergencies, work on long-term projects with communities and campaign for genuine, lasting change. Our volunteers, staff and those we aim to influence are all guided by our values of empowerment, accountability and inclusiveness.

Our shops

Oxfam has a network of approximately 565 shops in the UK. Through the sales of donated goods and our ethical range of new products, Sourced by Oxfam, our shops raise millions of pound each year to fund our crucial work to end the injustice of poverty. The Newcastle Finance Office processes all the income and expenditure for all the shops in the UK.

Where is the Newcastle Finance Office located?

4th Floor, Hadrian House, Higham Place, Newcastle upon Tyne, NE1 8AF.

What is the time commitment?

Volunteer opportunities can be for 3 hours per week or more. These roles are flexible and can be adjusted to suit an individual's availability.

Why do we need you?

Oxfam would not be able to raise crucial funds for Oxfam's emergency and development work all over the world without our dedicated volunteers, who provide their time and bring multitude of skills. In return, we offer personal development, valuable insight into charity retail and a friendly environment to meet new people.

What are your key responsibilities?

As a Volunteer Finance Assistant, you will be assisting with the processing of all the income and/or expenditure for all the shops in the UK.

Income

- Logging in and filing of shop income returns
- Checking and entering banking
- Problem solving and dealing with queries
- Bank Reconciliation work – investigating discrepancies
- Processing gift aid information
- Supervision of other volunteers once gained a certain level of experience

Expenditure

- Checking the accuracy of invoices
- Processing invoices for payment by entering relevant data onto payment system
- Problem solving and dealing with queries

Other

- Customer Care Duties
- Opening, sorting and distributing mail
- Assisting with the maintenance of records monitoring certain financial documents, filing



What skills and experience are we looking for?

You do not need previous experience but some or all of the following skills will be useful:

- Commitment to Oxfam's values of empowerment, accountability and inclusiveness.
- Ability to work within Oxfam's policies
- Good basic numeracy (essential)
- Good attention to detail (essential)
- Proficiency in Microsoft office, particularly in Excel
- Willingness to learn (essential)

Other desirable skills:

- Ability to work as part of a team and under own initiative
- Good verbal communication skills
- Good organisational skills

When do we need you?

The Newcastle Office is open Monday to Friday and therefore our volunteering opportunities are available on any of these days.

What will you gain from this opportunity?

- You will be joining thousands of volunteers who “won't live with poverty”.
- Learn about Oxfam's humanitarian, development and campaigning work.
- Opportunity to utilise and develop your finance skills.
- Lunch and travel expenses can be reimbursed in line with Oxfam's policy.

Young people and this role

We are proud of having a diverse volunteer base made up of people from different backgrounds and ages. The minimum age for this role is 18 years old.

Learning Opportunities

We will provide you with ongoing support and training throughout your volunteering including full induction and health and safety.

What's next?

Please contact Amanda Jamieson at newcastlevolunteers@oxfam.org.uk for an application form.

Once you submit your application you will meet with the Volunteer Manager for an informal interview.

When you start you will receive a full induction and all the essential training and learning and begin your volunteering journey with Oxfam.

Thank you very much for your interest in volunteering with us. We look forward to having you in our team.