



Avon Wildlife Trust

VOLUNTEER ROLE DESCRIPTION

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| Title: | Finance volunteer, Finance and Resources Team |
| Responsible to: | Finance Officer |
| Desirable frequency/ duration: | At least one day per week Ongoing |
| Based at: | Trust office, 32 Jacobs Wells Road, Bristol |

Key purpose of volunteer role

To provide some administrative and general support to the Finance and Resources Team

Areas of volunteer activity

Tasks may include any or all of the following:

- To support the Finance and Resources team with finance and fundraising / membership admin tasks, which includes utilising our finance software package, our databases and paper and electronic files
- To support the Trust with file maintenance (this could include online or hard-copy files)
- To support the Trust with general administration tasks (this could include sorting and franking post, answering telephones, responding to email enquires, helping to prepare Powerpoint presentations, photocopying, scanning, laminating and other tasks as reasonably requested)
- To undertake other support activities as reasonably requested

Desirable attributes and skills

- Finance admin experience
- Proficient in the use of computers and IT in general
- The ability to volunteer to own initiative but be able to ask for help when needed
- The ability to follow written and verbal procedures
- The ability to prioritise tasks and manage time efficiently
- A willingness to learn new skills and about the running of charity offices
- An interest in Avon Wildlife Trust and its values

Values of the Trust

- Acknowledging the exceptional **importance of wildlife and the natural environment** to the health and sustainability of the planet's climate and eco-systems
- Promoting the crucial **social and economic benefits** provided by wildlife and the natural environment to the health and well-being of the human population
- Maximising **social inclusion** by promoting opportunities for of all members of the community to take part in the Trust's work and activities

- Delivering the Trust's objectives by working as far as possible through **partnerships** with other organisations and community groups
- Promoting opportunities for **volunteering**, and developing the skills, interests and personal development of its volunteers
- Taking pride in the Trust's role as a **community enterprise** created by and responsible to its members
- Fostering a culture of **innovation, inspiration and creativeness** in its own internal working to create a visionary and dynamic Trust
- Demonstrating openness and transparency to all its external audiences, partners and customers operating at all times with total probity, supporting ethical trading, and minimising its own carbon footprint

This role description reflects the hopes and intentions of the volunteer and the Trust, and is not contractually binding in any way on either party.

Relevant training on our systems and office administration procedures will be provided.

All volunteers are required to abide by the Trust's Policies, Procedures and other Key Documents as posted on the Trust Intranet and provided as part of the Volunteer Induction Pack.

Out of pocket travel expenses, upon submission of valid receipts, can be reimbursed.

Volunteers are entitled to receive support, a reference and advice on applying for posts if requested (as per Volunteer Procedures).