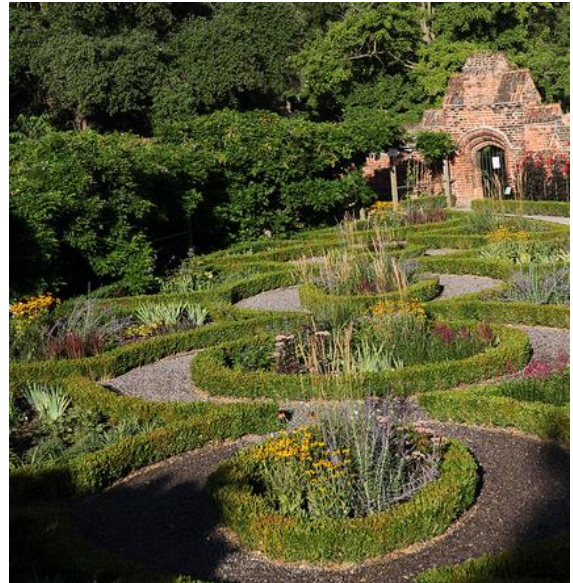


Volunteer role description Bookkeeper

What is a bookkeeper volunteer?

This role assists the finance team with their administrative activities by helping with the charity's financial systems, payments, and reporting of financial information. Volunteers receive support from a qualified accountant including the training needed to undertake and improve in the role.

Bookkeeper volunteers receive experience and insight into the work of a hardworking finance team in an independent heritage charity.



<p>What's in it for you?</p>	<ul style="list-style-type: none"> • Develop financial knowledge and use your organisational skills • Gain hands on experience in a heritage setting • Enjoy a varied role within a friendly team • Get involved with our positive and engaging volunteer culture including social events, outings, forums and our volunteer portal where you can access all volunteer information online • References for people who volunteer with us regularly
<p>What's involved</p>	<ul style="list-style-type: none"> • Introduction to coding and processing of supplier invoices in Sage • Introduction to raising invoices in Cloud based Sage Financials • Introduction to credit control, sales and purchase ledger management • Introduction to journals, nominal ledgers and bank modules in Sage • Processing receipts and payments • Monitoring and closing purchase orders • Introduction to budget monitoring • Dealing with financial paperwork and filing • Introduction to year end accounts preparation
<p>This role will suit people who...</p>	<ul style="list-style-type: none"> • Have knowledge of simple book keeping • Have a willingness to deal with paperwork and filing • Are numerate and able to understand basic accounting and budgets

	<ul style="list-style-type: none"> • Are computer literate, preferably in Excel and Word
Availability	The role requires a commitment of a half-day weekly which is flexible with normal working days of Monday to Friday
Main contact	Mehala Manimohan, Finance manager
Training and resources	<ul style="list-style-type: none"> • Full induction including health and safety procedures • Training and support to carry out the role • All new volunteers have an introduction period of 6 weeks. At the end of this time the volunteer and communities manager will catch up with you so both parties can reflect and make any adjustments to the role if they are needed • Access to our volunteers' website, including a blog, downloadable resources, rota and events page
Getting to the Palace	<ul style="list-style-type: none"> • The nearest tube station is Putney Bridge • The nearest railway station is Putney • There are several bus stops in walking distance • We reimburse travel expenses up to £8 per session
What next?	<p>Please get in touch by completing an enquiry form, available at: http://www.fulhampalace.org/about/volunteer/</p> <p>If you have any questions you can contact our volunteer enquiry assistants by emailing volunteer@fulhampalace.org or telephoning 020 7751 2433</p> <p>Potential volunteers will be invited to an informal interview to discuss the role further in person</p>
<p>Fulham Palace values the involvement of volunteers; they enhance everything we are able to do. We are committed to offering volunteer opportunities of a high standard and welcome feedback.</p>	