

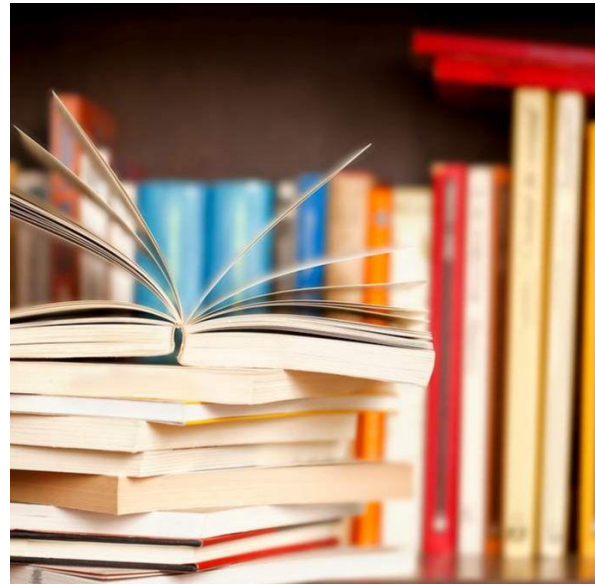
## Volunteer role description Bookkeeper

### 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 head of finance and/or finance officer 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><b>What's in it for you?</b></p>	<ul style="list-style-type: none"> <li>• develop financial knowledge and use your organisational skills</li> <li>• gain hands on experience in a heritage setting</li> <li>• enjoy a varied role within a friendly team</li> <li>• 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</li> <li>• references for people who volunteer with us for 6 months or more</li> </ul>
<p><b>What's involved</b></p>	<ul style="list-style-type: none"> <li>• introduction to coding and processing of supplier invoices in Xero</li> <li>• monitoring and uploading purchase orders to Xero</li> <li>• monitoring and verifying correct budget codes used in purchase orders and invoices in Xero</li> <li>• introduction to raising supplier invoices in cloud based Xero Financials and processing to correct cost centres and departments.</li> <li>• introduction to Egnyte cloud platform for IT and management of PO and supplier documents.</li> <li>• following up on supplier queries by email</li> <li>• banking and reconciliation of all takings from events and sales income reconciling to posting journals in Xero</li> <li>• dealing with financial paperwork and filing and other ad hoc related work</li> </ul>

	<ul style="list-style-type: none"> <li>• introduction to year end accounts preparation and assist with audit papers</li> </ul>
<b>This role will suit people who...</b>	<ul style="list-style-type: none"> <li>• have knowledge of simple book keeping and or have accounting experience</li> <li>• have a willingness to deal with e-paperwork and e-filing</li> <li>• are numerate and able to understand basic accounting and budgets</li> <li>• are computer literate, preferably in Excel and Word</li> </ul>
<b>Availability</b>	The role requires a commitment of a full day weekly which is flexible with normal working days of Monday to Friday
<b>Main contact</b>	Arti Vyas, head of finance
<b>Training and resources</b>	<ul style="list-style-type: none"> <li>• full induction including health and safety procedures</li> <li>• training and support to carry out the role</li> <li>• all new volunteers have an introduction period of 6 weeks. At the end of this time the volunteer development officer will catch up with you so both parties can reflect and make any adjustments to the role if they are needed</li> <li>• access to our volunteers' website, including a blog, downloadable resources, rota and events page</li> </ul>
<b>Getting to the Palace</b>	<ul style="list-style-type: none"> <li>• the nearest tube station is Putney Bridge</li> <li>• the nearest railway station is Putney</li> <li>• there are several bus stops in walking distance</li> <li>• we reimburse travel expenses up to £8 per session</li> </ul>
<b>What next?</b>	<p>Please get in touch by completing an enquiry form, available at: <a href="https://www.fulhampalace.org/get-involved/volunteer-at-fulham-palace/">https://www.fulhampalace.org/get-involved/volunteer-at-fulham-palace/</a></p> <p>If you have any questions you can contact our volunteer enquiry assistants by emailing <a href="mailto:volunteer@fulhampalace.org">volunteer@fulhampalace.org</a> or calling 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>	