

Volunteer role description

Finance assistant

What is a finance assistant?

The finance assistant will support our finance team by performing essential accounting and bookkeeping tasks, contributing to the organisation's smooth financial operations. This role is ideal for individuals seeking hands-on experience in a finance environment and an opportunity to learn specific account software.



What's in it for you?	• gain practical experience in a finance-focused role within a collaborative team • develop and apply finance and bookkeeping skills, with training on specialised accounting • engage in a dynamic volunteer community that includes social events, discussions, and resources via our volunteer portal • references for people who volunteer with us regularly for more than 6 months
What's involved	• support the finance team with day-to-day tasks • reconcile sales reports from our museum shop and kitchen garden barrow • reconcile transactions using Xero (training provided) • process purchase invoices using the Approval Max system (training provided) • ensure accuracy and clarity in all tasks, with guidance available as needed
This role will suit people who...	• strong attention to detail and interest in finance-related tasks • willingness to assist where needed with a positive

	attitude • comfortable using computers, especially spreadsheets • proficient in written English, with an eye for proofreading
Availability	Flexible; ideally, one to two days per week
Main Contact	Troy Ballara – Finance Officer
Training/Resources	• comprehensive induction, including health and safety, fire safety, and customer service training • a six-week introductory period for role adjustment and skill building
Getting to the Palace	• the nearest tube station is Putney Bridge • the nearest train station is Putney • there are several bus stops in walking distance • we reimburse travel expenses up to £8 per session
What next?	Please get in touch by completing an enquiry form, available at: https://www.fulhampalace.org/get-involved/volunteer-at-fulham-palace/ If you have any questions you can contact our volunteer enquiry assistants by emailing volunteer@fulhampalace.org or calling 020 7751 2433 Potential volunteers will be invited to an informal interview to discuss the role further in person
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.	