



## Volunteer Opportunity **Finance & Office Assistant**

St Nicholas Park, Jubilee Road, Gosforth NE3 3XT

Based at our main office in Gosforth, you'll join the Finance team to help make the organisation run efficiently.

### **Why Northumberland Wildlife Trust needs your help**

Functions such as accounts, HR and purchasing are vital to helping organisations to run but funders rarely cover these costs as they want money to go directly to the beneficiaries and causes. In addition, the Funding Regulator is requiring tougher standards to restore credibility to charities and we need to be perfect in our record-keeping. That's why we need volunteers to support our staff to run the back office functions – we can't do it without you!

### **What's involved?**

- Counting and recording cash (data entry) from our visitor centres and donations
- Filing and archiving invoices
- Revamping the filing/archiving system for Health & Safety documents
- Photocopying, scanning
- Updating contact lists

### **What skills, qualities and experience do you need?**

We are looking for committed people who are self-motivated and resourceful. You will need to be:

- very detail orientated
- methodical and organised
- familiar with Microsoft Office, particularly Excel
- keen to be part of a small team

If you've got admin or book keeping experience – we'd love to hear about it.

### **What might you get out of being involved?**

- Help us support the organisation so that we can seamlessly deliver projects to protect the region's wildlife and special places
- Join an enthusiastic team to find new friends, make a difference and have fun
- You might find there are other things you'd like to do too!

### **How much time will you be expected to give?**

One day a week

### **Other information**

- All training will be given
- Must be over 18
- Vehicle mileage or public transport costs will be refunded
- You can attend other NWT volunteer training and social events



