

Finance Support Volunteer

Volunteer Role Profile

The Business Team are looking for a motivated individual to provide Finance Support within their team

Location: The Gateway, 8-10 Durrington Lane, Worthing, BN13 2QG

Days & times: 10am - 4pm with breaks, one day per week

What's involved:

- Assisting with updating & maintaining financial records
- Collating information useful to the team & services
- Supporting the team in their regular day-to-day duties

What we ask for:

- To adhere to all applicable West Sussex Mind policies and procedures when in your volunteering role with us
- Confidence with IT & Microsoft applications
- Good maths and English
- Good organisational skills & attention to detail
- Comfortable with following instructions and receiving feedback
- Accountancy or financial management experience (formal & personal) is desirable but not required
- **A theoretical understanding of bookkeeping is necessary for this role**

How we help our volunteers and benefits

- During the recruitment process volunteers are given access to our e-learning platform and assigned a few essential courses to prepare them for volunteering; this is then followed by a live Volunteer Induction that aims to bring the e-learning to life
- You will meet new people, have the opportunity to learn new skills and take part in regular in-house training
- We will reimburse pre-agreed expenses in line with West Sussex Mind's policy
- We will check-in regularly to ensure you are enjoying your volunteering role through 1-2-1s, volunteer meetings, social and learning networking days
- **This role may serve as valuable experience for those seeking employment in a financial setting**

Our Values

- We are equitable
- We are open
- We work together
- We are curious
- We are unstoppable
- We strive for excellence

Volunteer Recruitment Process

For selected applicants there will be an interview with the Service/Project Managers

If successful, 2 references will be requested as part of the recruitment checks and 7 essential e-learning modules (totalling 4.5 hrs) will be required to be completed before starting in the volunteer role.

Because the role involves working with internal data and information, we need to complete a basic Disclosure and Barring Service check.

Support will be available for any technical, language or literary support required.

For more information, please email volunteering@westsussexmind.org