

Volunteer role guideline



Warwickshire
Wildlife Trust

Role title: Finance and Office Administration Volunteer.

Purpose of your role: To assist with the smooth running of Warwickshire Wildlife Trust by providing a range of finance and office administration services to staff, volunteers and members.

Tasks you will be involved with:

- Management of documentation and records including scanning, filing, archiving and shredding.
- Assisting the Charity Finance Manager/Officer with creation and maintenance of internal spreadsheets.
- Assisting with the input of data onto our *Xledger finance accounting* system.
- General office duties such as directed by the Charity Finance Director/Finance Manager/Finance Officer.
- Supporting finance staff with preparation of materials, e.g. photocopying, collation of report information.
- Distributing and dispatching internal mail.

Skills and abilities required:

- Flexible and adaptable, friendly team player.
- Ability to work independently and as part of a team.
- Good communication and interpersonal skills.
- Organised, methodical with good attention to detail.
- Understanding the importance of confidentiality and willingness to undertake training in data protection.
- A willingness to complete a basic DBS. *(costs covered by the Trust)*
- Computer literate with administrative skills.
- Working knowledge of Word, Excel and other applications.
- An interest in wildlife, conservation and the work of the Trust.

You will be based at: Brandon Marsh Nature Centre, CV3 3GW or The Parkridge Centre, B91 3HW.

Days and time we would like you to be available: Flexible, within office hours of 9.15 – 4.30pm

Benefits to you:

- Opportunity to make a difference to your local wildlife in Warwickshire, Coventry and Solihull.
- Learn new skills and gain experience in administration.
- Build skills, knowledge and experience.
- Meet like-minded people, make new friends.
- Helping others act for nature.
- Become a valuable member of a friendly, professional administrative team.
- Enjoy a pleasant working environment on a large nature reserve.
- References available after 6 months.

Your staff contact: Charity Finance Manager.

