

## Volunteer Role Description

**Volunteer title:** Finance Volunteer

**Reporting to:** Operations Manager

**Location:** Dublin/Belfast (or remote)

**Time commitment:** 2-6 hours a month. Hours and days are negotiable and will be agreed on appointment.

### 1. Organisational Information

#### Innovista Ireland

Innovista exists to equip young (Christian) leaders across Ireland to bring hope to their communities.

Innovista is a charity and has been working in Ireland since 2009. We have a team of 3 staff.

Our work and team life is shaped by the following values:

**Contextualisation** - leading mission in a way that understands and engages effectively with the local context.

**Inspiring Excellence** - we want to inspire and encourage others by the way we work.

**Stewardship for Impact** - we strive to use all our resources in ways that bring the most hope and change to others.

**Effective Teamwork** - working with others who share our mission is the way to make the biggest impact.

We are motivated by our Christian ethos to serve every grouping within society without distinction.

The Admin Volunteer is expected to apply these core values to their work, develop them within the organisation and respect Innovista's Christian ethos and values.

### 2. Role Overview, purpose and scope

This is an unpaid voluntary role within a small team and friendly work environment. The finance volunteer(s) play a crucial role in realising the mission of Innovista and increasing the impact of training staff by providing administrative support.

We support volunteers to develop knowledge, skills and opportunities that will be useful to them in their current and future roles. Regular support and debrief sessions will be provided.

### 3. Specific tasks and responsibilities

#### Financial management

- Communicating with staff and ensuring all income and expenditure is adequately recorded
- Updating financial records using Xero ([www.xero.com](http://www.xero.com))
- Preparing and sending invoices and receipts
- Scanning of some documents for online filing.
- Assisting with other admin tasks as and when required which may include working with excel spreadsheets.

#### Team life

- Participating in team meetings and team prayers

#### 4. Person specification

##### Knowledge

- Good working knowledge of and confidence with standard Microsoft Office packages (Word and Excel), databases, email and the internet.
- Knowledge of financial management and reporting systems (desirable).

##### Experience (whether paid or voluntary)

- Experience of working in a financial management role.
- Experience of bookkeeping

##### Skills/attributes

- Strong administrative and organisation skills.
- Excellent written and verbal communication skills
- Accuracy and attention to detail.
- Initiative, enthusiasm and a problem-solving approach to new challenges.
- Effective time management skills and ability to multi-task and prioritise competing demands, in a methodical and systematic manner.
- Ability to handle information in a confidential, sensitive manner with due care, respect and discretion.
- Commitment to and experience of team working.
- Ability to follow instructions and guidance and to work independently when appropriate.

#### Process

We will contact you within a week of receiving your application form and signed volunteer agreement to acknowledge your application. If we decide to take it further we will contact your referees and invite you to come and meet us in person.

#### Further information

Should you require further information, please contact us at [hello@innovista.ie](mailto:hello@innovista.ie)