



DISABILITY HUNTINGDONSHIRE (DISH)

Role	Volunteer Finance Admin
Hours:	Minimum of 10 hours per month
Accountable to	CEO
Location:	Papworth Everard

Purpose:

To support the financial responsibilities of Disability Huntingdonshire

Main Tasks

Financial Admin

Support the CEO to complete all the financial responsibilities of the organisation

Provide practical assistance in updating DISH's accounting package (currently QuickBooks) including the production & despatch of invoices, and the payment of bills, payroll & expense claims

Support the CEO & the Treasurer with the production of monthly reports for the Trustee Board





General Matters

To be available for support sessions and contribute to the activities of DISH

To report any safeguarding issues.

To observe DISH's policies always, especially those relating to Equal Opportunities, safeguarding, Confidentiality and Health & Safety.

Any other duties appropriate to the post as required by the CEO.

