



Job Description- Volunteer Finance and Administration Officer

Role Title	Volunteer Finance and Administration Officer
Location of position	Remote based
Time commitment	We ask for a commitment of 3-5 hours per week (possibly more on occasion) and for a minimum of three months.
Tasks and responsibilities	<p>Finance</p> <ul style="list-style-type: none"> ▪ Maintain proper records on computer book-keeping package (Quickbooks) and filing of all relevant paper work and records of invoices in accordance with Shabaka's policies and procedures. ▪ Assist the team in maintaining financial controls, setting up systems to effectively manage spend against budget. ▪ Process expense claims, invoices and financial transactions in line with financial policies and procedures. ▪ Liaise with the internal team and the outsourced accountants to ensure that all financial spreadsheets and monthly reports are completed and submitted in a timely manner. ▪ Prepare monthly payroll documentation, ensuring accuracy and employee BACS payments are actioned on the due date. ▪ Manage and maintain accurate company accounts for the preparation of accounts and returns for Her Majesty's Revenue and Customs (HMRC) and Companies House. <p>General Administration</p> <ul style="list-style-type: none"> ▪ Working with the Shabaka management team, prepare HR records, formulate job advertisement, draft job offer letters and contracts and filing of such HR records ▪ Maintaining staff and volunteer training records. ▪ Support the delivery of events and projects
Skills and qualifications	The successful candidate will have knowledge and experience of financial support and administrative processes, have some experience working with start-up and/or social enterprises and working at a distance from colleagues whilst ensuring successful delivery of the role's requirements.
Training and support	You will be given induction training into the various aspects of the work. You will receive ongoing support from the line manager.
Reimbursement of expenses	Reasonable out of pocket travel expenses will be reimbursed.
How to apply	Please send a cover letter (max one page) and copy of your CV (no more than two pages) to Samah Ahmed at: Samah@shabaka.org with the subject line: Application for Volunteer Finance and Administrative Officer. Deadline: Tuesday, 26th September 2017.