

# Finance and Administration Volunteer

Handicap International is a charity working in situations of poverty and exclusion, conflict and disaster in around 60 countries worldwide. Working alongside people with disabilities and other vulnerable people, we respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

As the Finance and Administration volunteer, you will be part of a small team in a friendly office. You will be providing administrative support to our Finance and Resources team on a regular basis. By volunteering with us, you will help provide excellent administrative support to our finance team, as well as assisting with the smooth running of our office. You will gain first-hand experience of working for a charity and you will get a chance to enhance your CV and contributing to a good cause.

## **Key tasks you may be able to support (training will be provided):**

- Data entry into accounting software
- Summarising data into Excel documents
- Monitor the quality of entered data.
- Assist with counting of donations received
- Assist with filing, archiving and other administrative tasks.
- Provide additional support to the fundraising and admin teams when needed.
- Replying to emails sent from external parties

## **Experience we are hoping for:**

- Excellent attention to detail.
- Comfortable in the use of Microsoft Office
- Initiative and the ability to work independently.
- A positive attitude to working as part of a small team.

## **Hours**

To be agreed with the volunteer, in accordance with their availability. It is hoped that the volunteer may be available for at least one day per week.

This is a voluntary position but contributions to lunch (up to £6/day) and travel costs (up to £11.70/day) are made on presentation of receipts.

## **Location**

Handicap International UK's offices are situated in Southwark, London. The offices have an open-plan setting.

## **How to apply**

Fill in the volunteering application form and send it along with your CV by email or post to:

By email: [recruitment@hi-uk.org](mailto:recruitment@hi-uk.org)

By post: Handicap International UK (Volunteering), 9 Rushworth Street, London, SE1 0RB

**To apply:**

Send your completed voluntary internship application form, along with your CV to:

By post: Adrienne Townsend  
Handicap International UK, 9 Rushworth Street, London, SE1 0RB

By email: [recruitment@hi-uk.org](mailto:recruitment@hi-uk.org)

**Deadline:** Sunday 20<sup>th</sup> August 2017

For further information on Handicap International, please visit

<http://www.handicap-international.org.uk/>

Handicap International UK particularly welcomes applications from disabled candidates.

