



VOLUNTEER OPPORTUNITY:

Admin & Financial Assistant – Finance Office

Why do we need you?

At WWT we work together for a positive future, making people feel part of something amazing and motivated to make a difference and support our cause.

We are looking for a volunteer to assist the finance team in the day to day processing of financial documentation along with credit card & expense claim administration and scrutiny.

Who will be responsible for your role?

Purchase Ledger Supervisor

Where will you be based?

Slimbridge HQ

How much time will it take?

8 – 12 hours per week (Thursday & Friday)

What will you be doing?

- Processing and scrutinising Expense claims prior to payment
- Processing and scrutinising Credit Card returns for Audit
- Supporting the purchase ledger team with scanning and filing of invoices
- Ad hoc financial & administrative assistance as required

Who are we looking for?

- Have basic IT knowledge and an understanding of MS Excel
- Have a good attention to detail
- Enjoy working in an office environment

How will you benefit?

- Gain experience of working in a finance office supporting a large charitable organisation
- This is an excellent opportunity to work within an internationally important wetland site
- Discount is available in the cafe and shop on the days of volunteering
- Free entry to all WWT Wetland centres throughout the UK during your time with the organisation
- Training for the specifics of the role will be provided

General notes:

The exact hours you are able to contribute will be discussed prior to placement.

There are various options for travelling to Slimbridge, Cam & Dursley Train Station is 3.5 and (unfortunately) the nearest bus stop is just over 2 miles from the centre on the A38.

There is free parking on site and there may be the opportunity to lift share with other volunteers or staff. We regret that we are not in a position to reimburse expenses incurred for travel to the site.

This position is entirely voluntary and is therefore unpaid. Any offer of a volunteer placement is not intended to create a legally binding contract between us and any agreement may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Date raised: 28/6/2018 PB/SH