

Accounts Assistant

Volunteer Role Description and Person Specification

Introduction

Pain Concern is a charity providing information and support to people with pain and those who care for them, whether family, friends or healthcare professionals. Visit our [website](#) to find out more about what we do, including our [Airing Pain](#) radio programme, [Pain Matters](#) magazine, information helpline, community pain education sessions and our research and campaigning work.

All pain is unpleasant, but for the 7.8 million people in the UK living with long-term pain it is a part of everyday life. It diminishes quality of life more than any other condition, leading often to loss of work, depression and disability. Anyone at any age can develop persistent pain and you will very probably know somebody affected. Although there is usually no cure, people who receive the appropriate treatment, information and support can manage their condition effectively with life-changing results.

Purpose of Volunteer Role

Pain Concern is looking for a highly motivated, hard-working candidate seeking entry into financial accounting. For the right candidate, this is a chance to boost your CV whilst doing something worthwhile. Previous post-holders have gone on to gain employment in the finance industry. As a member of Pain Concern's finance team, you will assist our management team. By joining us you will join a fast-growing and respected service. The location is Pain Concern's office in Edinburgh.

The successful candidate will probably be educated in accounts to HNC or up to degree level. Previous experience or training is not necessary. We are looking for a willingness to learn, commitment to accuracy and attention to detail. Knowledge of Sage while useful, is not essential.

It is a part-time unpaid position of between 4 to 6 hours per week with a minimum commitment of 6 months.

Tasks include:

1. Maintaining financial records.
2. Processing customer and supplier transactions.
3. Processing bank transactions
4. Allocating income and expenditure against funds and projects
5. Month-end procedures:

- Bank reconciliation
- Project reports
- Aged creditor and debtor reports
- Trial balance

6. Administrative tasks associated with financial records.

7. Attending team meetings.

Benefits to you:

- Experience volunteering as part of a friendly team
- Meet new people
- Build on your employability skills
- Training and a dedicated volunteer line manager looking after you
- A job reference after 3 months of volunteering.
- Satisfaction of giving a valuable service to the community
- On-site car parking
- Reasonable travel expenses will be reimbursed in accordance with our Volunteer Policy

To apply or for more information contact hr@painconcern.org.uk

**Volunteers are subject to Pain Concern's Volunteer Policies*