

Volunteer Role Profile

Volunteer Role

Volunteer Manager

Where you will be based

Group Finance Contact

Staff contact

Home

Why we want you

Our groups offer friendship and support to people living with Parkinson's, bringing people together and creating a sense of community. They are run by volunteers who are supported by staff contacts at Parkinson's UK.

As Finance Contact, alongside other volunteers in your group, you will play a key role in ensuring the group's finances are well managed. You'll record and report financial activity accurately and help plan group spending for the benefit of people affected by Parkinson's in your community. There are resources and support available to help you carry out the role effectively, so you won't be alone.

The tasks you'll be asked to undertake will vary depending on the group's size and income. Some tasks are core to the role, but we encourage lead volunteers to delegate tasks where possible so volunteering is easy, engaging and enriching for everyone.

Please read this role description alongside the role advertisement for further details. Please talk to the person who told you about this role, any Parkinson's UK member of staff or message volunteering@parkinsons.org.uk to find out more or ask questions. We're here to help and guide you every step of the way.

What you will be doing

- Accurately recording and reporting financial activity.
- Keeping the group members and Parkinson's UK informed of the group's financial position.
- Leading on financial administration for the group, including keeping an accurate cash book, completing regular bank reconciliations, and tracking income and expenses, ensuring volunteers' expenses are paid in line with our expense policy, and completing our annual financial return.
- Staying up to date with Parkinson's UK financial training and guidance and sharing it with others in your team so that financial transactions are handled appropriately and safely.
- Where appropriate to the group, being a signatory on the group's bank account and making use of online banking platforms to manage the group's funds.
- As one of the group's lead volunteers, making decisions collaboratively by listening to the views of other volunteers and people affected by

Parkinson's and recording these financial decisions.

- Keeping track of and ensuring the safekeeping of any equipment or other assets owned by the group.
- Representing Parkinson's UK in line with our values and the Volunteering Agreement.

The skills you need

- You're confident with numbers, able to take the lead on the group's finances, and have strong organisational and administrative skills.
- You may have experience of bookkeeping, and may also be experienced in finance or accountancy, though this is not essential. Need will vary depending on the scale of the group's finances.
- You're a competent user of IT, including spreadsheets and other digital tools, and are open to embracing technology and new ways of working.
- You're a skilled communicator, able to work successfully with a wide range of people, reaching decisions together in an open and inclusive way.

What's in it for you

- Make a real difference; you will directly impact people living with Parkinson's in your community, ensuring the most appropriate activities are funded.
- Gain further experience; build on your skills in finance, administration, and team working.
- Join a friendly team; you'll get to meet and connect with other volunteers and staff from Parkinson's UK.
- Increase your understanding; learn more about Parkinson's and the support available.
- Be part of a pioneering organisation; join an organisation committed to improving life for everyone affected by Parkinson's.
- Full support; we'll give you all the training you need to get started and will be here to support you along the way.
- Expenses covered; we'll pay any reasonable out-of-pocket expenses incurred as part of your volunteering, in line with our expenses policy.