

## **Bookkeeper Volunteer Role Description**

### **Summary**

The bookkeeper will work from our office, processing purchase invoices and other financial transactions using QuickBooks Online, fulfilling online orders for £B vouchers and souvenirs, supporting our £B exchange points around the city, and maintaining a variety of spreadsheets and files to help us manage our business..

### **Outline of volunteer commitment sought**

- A regular commitment to assist in the office - but flexibly to fit around your other commitments of course
- To let us know as early as possible if you can't do something you had committed to
- To maintain a record of the time you spend volunteering
- To operate within our policies, in particular with regard to equality and diversity, health and safety and data protection. Failure to operate within our policies will mean we have to end the volunteer agreement with you.

### **Key activities**

- Processing purchase and sales transactions on QuickBooks
- Maintaining relationships with £B exchange points, delivering vouchers and picking up and banking sterling receipts
- Fulfilling online orders for currency and souvenirs, including going to the post office
- Maintenance of key spreadsheets including £B voucher control, souvenir control, currency KPIs
- Scope to extend to production of month end journals, management accounts and updating the forecasting tool
- Other day to day office tasks, as required

### **Our commitments to you**

- We will reimburse your travel costs and/or cover lunch costs to a maximum of £5 per day when working a full day
- We will train you and ensure you are suitable for the role
- We will ensure you have the support you need to undertake your role
- We will be flexible in our approach, giving you scope to develop your role and take on more responsibility in line with your commitment and skills, or scaling back or terminating your volunteer agreement if the role doesn't work out
- We will provide references for you

### **Qualities and skills needed for this role**

- Numerate and interested in bookkeeping and accounts
- IT literate - confident with email, spreadsheets, databases etc
- Committed to the values and aims of the Bristol Pound