

Volunteer Role Profile

Role:	Finance & Payroll Volunteer
Volunteering location:	Crimple House, Harrogate
Department:	Finance
Line Manager:	Finance Team

Through volunteering your time at North Yorkshire Hospice Care you are supporting those in our community who are experiencing terminal illness or bereavement. Volunteers are integral to the work of North Yorkshire Hospice Care and we would love to welcome you to our team.

It is essential that volunteers adhere to the role description, undertake appropriate tasks only for which they have been trained and are clear about the boundaries of this role. If volunteers are unsure about any task they have been asked to carry out, they should contact their line manager for advice. This is to ensure the safety and well-being of both clients and volunteers.

About the role:

Saint Michael's requires a finance and payroll admin support volunteer to support a variety of Finance and Payroll admin tasks. Working with the Finance Team, this role will include tasks such as inputting information into an HR database, or excel spreadsheets, assisting with checking mileage claims, administering the Driver Check process. creating letters from templates, copying and saving documents to staff folders, and any other Finance/Payroll related admin tasks as needed.

Key tasks:

Finance

- Input information into accountancy software, databases and spreadsheets as directed.
- Process invoices and reconcile supplier statements
- Carry out analysis of income and expenditure as directed
- Other admin tasks to support Finance, as required

Payroll & Staff Control

- Maintain personnel filing system ensuring that all in-coming / out-going correspondence is saved to the HR platform/ e-filing system as directed.

- Support the Safer Recruitment processes including requesting and chasing references and DBS checks.
- To assist with the onboarding process for staff as requested.
- To maintain and support the Driver Check process.
- Other admin tasks to support Payroll, as required

Key skills/attributes required:

- Good computer skills including a basic knowledge of Excel, Word and Outlook.
- Ability to follow processes and work on repeat tasks
- Accurate and methodical
- Understanding of and adherence to highest levels of confidentiality
- Positive, upbeat and passionate about the work of Saint Michael's Hospice
- A previous knowledge/experience of working in finance/payroll/HR would be preferred but not essential.

Training requirements:

1. All volunteers undergo general induction training
2. Any additional training will be provided as required

