

[Click here to apply online](#)



Nottinghamshire
Wildlife Trust

Volunteer role description

Role title:	Finance volunteer
Team/Group:	Finance team
Your volunteer leader:	Jo-Ann Worrell, Senior Finance Analyst
Volunteering base:	The Old Ragged School, Nottingham, NG1 1EA

Why we need this role

To help our busy finance department with data entry and filing.

What this role involves

Inputting invoices, processing payments and filing invoices.

Experience and skills needed

We are looking for an enthusiastic, approachable person with an interest in finance. Attention to detail and good organisation skills are desirable.
Good interpersonal and communication skills
Ability to work in busy office situation
You need to be happy to do routine work
You will be expected to respect absolutely the confidentiality of all information available to you.

Benefits and training opportunities

- On the job training will be provided.
- You will gain experience of working with sage 50 software.
- You will be working as part of a busy team in our office close to the city centre
- 20% reduction for all training courses, shop products and café food at the Idle valley and Attenborough nature reserves.

- By helping in this role you will be increasing the resource the NWT has to help protect the Wildlife of Nottinghamshire and consequently you will be making an important contribution to nature conservation.
-

Commitment

This role is flexible, though it will be helpful if you could help one half day per week ideally.

Duration of role

Ongoing.

References required?

Yes

All volunteers are asked to agree to our [Volunteer Code of Conduct](#)

Click her to complete an online [application form](#)

www.nottinghamshirewildlife.org/get-involved