

# Carers UK Finance Volunteer



## Q What is a Carers UK Finance Volunteer?

As a Carers UK Finance Volunteer, you will support our Finance team with various admin tasks.

## Q What will you get out of it?

- Gain work experience in the charity sector.
- Develop your admin skills.
- Meet friendly people and learn more about Carers UK.
- Learn more about unpaid carers.
- Receive support and training relevant to the role.
- The role is hybrid – office based and working remotely.

## Q What's involved?

- Chasing unpaid invoices via email and phone and communicating outcomes to the Finance team.
- Keeping records up-to-date.
- Helping the Finance team with other tasks.
- Maintain confidentiality at all times.
- Be willing to adhere to all Carers UK's policies and procedures and volunteer in accordance with the charity's mission, values and ethos, as well as our Volunteering Policy.

## The skills you'll need...



- A friendly personality.
- Good communications and organisational skills.
- Good IT skills (Word, basic Excel, Outlook).
- Attention to detail.
- The confidence to use your initiative.
- The ability to get on well with people of all ages and backgrounds.
- A passion for improving support for carers.



**Q How we will support you**

We will give you all the tools you need to get started – your Volunteering Pack will include a Volunteer Handbook and Role Description.

You'll receive an induction on your first day in the office and you're welcome to join our Volunteering Facebook Group if you wish to.

You'll also receive monthly e-newsletters with the latest volunteering news and have the option to join our regular volunteer meetups via Zoom.

**Q How to apply**

You can sign up for this role at [carersuk.org/volunteer](https://carersuk.org/volunteer)

All volunteers must be over 18 years old.

We will be in touch within seven working days to discuss your application. An informal interview and references will be required for this role.

Carers UK offers equal opportunities to everyone who wants to volunteer.

If you have any further questions, please email us at [volunteering@carersuk.org](mailto:volunteering@carersuk.org)

**Your time...**



- To be able to attend the office once a week (flexible on days).
- You will need access to a computer/laptop and broadband when volunteering remotely.
- Reasonable expenses will be reimbursed.

**Where you'll be volunteering...**

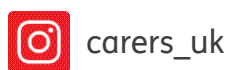
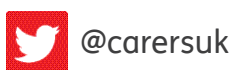


Online/in-person.

**Join our Facebook group**

When you volunteer with us, you can join our Facebook Volunteer Group, where you'll get the latest Carers UK news and can share tips and experiences with fellow volunteers.

**Follow us on social media**



**About Carers UK**

**Our mission is to make life better for carers.**



We give expert advice, information and support.

We connect carers so no one has to care alone.



We campaign together for lasting change.

We innovate to find new ways to reach and support carers.

