

# SOUTHWARK

## ◆ CATHEDRAL ◆

### **Volunteer Finance Assistant**

Do you enjoy working as part of a team and are looking for a role in the Cathedral?

We are looking for a Volunteer Finance Assistant to help with the financial administration of Southwark Cathedral supporting the employed team of three.

Southwark Cathedral is fortunate to benefit from regular donations from the congregation and local community as well as one-off donations from tourists and other visitors. These donations are important to the financial sustainability of the Cathedral and are received through contactless donation points, standing orders or physically through collection boxes or yellow envelopes (cash or cheques).

The post would involve inputting donor information into the donor database (Subscriber CRM), assisting in the preparation of a monthly gift aid claim to HMRC and supporting the general administration of the Finance department.

The post would be an excellent fit for either a current student looking to boost their CV or someone with experience who wishes to contribute their time to the mission and community of Southwark Cathedral.

### **What is involved?**

- Processing regular and one-off donations onto the donor database
- Reconcile the donations bank account with monthly standing order donations
- Linking the information within the donor database to a monthly HMRC gift aid claim (checked by the Finance Manager)
- File supporting paperwork and if comfortable, suggest ways to further digitise / automate processes to reduce the Cathedral's carbon footprint
- Assist with other functions of the Finance department as necessary

### **Who we are looking for?**

- Ability to work within a team (Essential)
- Excellent eye for detail (Essential)
- Reliable, honest and trustworthy (Essential)
- Discreet; able to ensure all donor information is kept confidential (Essential)
- Knowledge of Microsoft Excel (Desirable)



## **When**

- 4-7 hours a week
- Flexible to suit the volunteer but within the Cathedral office working hours (8:30am-5:30pm, Monday to Friday)

## **There are lots of benefits to being a Cathedral Volunteer, which includes:**

- The opportunity of supporting a place of worship and historic London Landmark.
- Being part of a friendly team
- Invitations to meetings and Cathedral events
- Discounts in the Cathedral Shop and Café
- Enhanced listening and communication skills

## **Support offered**

- Ongoing support and training will be offered by the Finance Officer and / or Finance Manager.

## **Application process**

- New volunteers are asked to complete an application form.
- Existing volunteers can meet with the Finance Manager to discuss the role and ask any questions.
- Invitation to attend an informal chat where potential volunteers will have the opportunity to ask questions.
- References will be requested.
- A recruitment decision will be made and if successful, a start date is agreed.

For further information please contact the Volunteer Officer, Sharda Rozena on 020 737 6739 or email [Sharda.Rozena@southwark.anglican.org](mailto:Sharda.Rozena@southwark.anglican.org).