



**Volunteer – Finance Assistant
Role Description**

As a Finance Assistant, you will have the opportunity to meet new people in an upbeat and energized environment. The skills you gain in this position are transferable to any job you take in the future. CCMW will be happy to provide you with references.

Main Duties:

- Oversee and present budgets, accounts and financial statements to the Board
- Liaise with designated board members about financial matters
- Ensure that appropriate financial controls are in place
- Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies
- Ensure compliance with relevant audit procedures
- Running financial accounting reports
- Prepare and present budgets for new or ongoing work
- Present regular reports on the organization’s financial position, liaising with the accountant
- Prepare accounts for audit and liaising with the accountant and auditor, as required
- Present financial reports at the AGM
- Manage bank accounts and determine appropriate payment methods
- Ensure required insurances are in place

Skills:

- Excellent analytical skills and the ability to work through problems in a systematic manner
- Strong administration and communication skills
- Strong data analysis skills including experience with Excel
- Ability to work independently and as a team player
- Have an eye for detail
- Be available to be contacted for ad hoc advice
- Ability ensure decision are taken and followed-up
- Good time-keeping

Remuneration:

We provide volunteers with reference letters based on performance and opportunities to network and meet other leaders in the not-for-profit sector.



Hiring Process:

Please submit your cover letter and resume to Sahar Zaidi, Projects Coordinator (contact information below). After submitting your application, if you have been selected for a phone interview, you can expect to hear from us within approximately one week.

To apply, kindly send your resume and cover letter via email to:

Sahar Zaidi
Projects Coordinator
Email: projects@ccmw.com