

Volunteer Finance Assistant

How you will make a difference

CCHC provides practical, emotional and social support to those affected by cancer, who visit the Centre physically or virtually, with a holistic approach to wellbeing: Mind, Body and Spirit.

You will play a key role in helping CCHC maintain its financial health by supporting the treasures and the Centre Manager.

What will you be doing?

You will prepare for the treasurer's weekly visit by ensuring resources, such as coin bags and reconciliation sheets are ready for use.

You will assist the Centre Manager in collecting all appropriate collection boxes, donation envelopes etc in readiness for the treasurers visit.

You will assist the treasurer in counting and accurately recording weekly income which may be in the form of mixed coins, notes and cheques. These may be general donations or donations for services such as therapies.

You will assist with extra support following any fundraising activities.

You will ensure there is an adequate supply of documents available to our members, such as gift aid or regular donation forms.

There is an opportunity to combine this role with other Cambridge Cancer Help Centre volunteering roles if desired, particularly one of the admin assistant roles or distributing and managing collection tins in the local community.

Where will you be volunteering?

You will volunteer at The Centre once it reopens.

What time commitment do you need to make?

You will need to be available for at least two hours each week, currently on Wednesday afternoons. You may also be required for additional hours when any fundraising events are due to take place.

What skills and qualities will you need?

To be trustworthy.

To be reliable and conscientious.

To have basic counting and recording skills.

To be able to deal with confidential information.

To be able to deal with large quantities of mixed coins.

To be able to work cooperatively with the Treasurer and Centre Manager.

To be empathetic and sensitive in situations where you may have contact with our members.

What training and support will you be offered?

A named supervisor for regular contact.

A volunteer agreement.

An induction with an introduction to the charity, the role and our policies.

Group training refresher sessions.

The opportunity to meet other volunteers and attend volunteer meetings.

1:1 supervision meetings for longer term volunteers.

The Centre will arrange for a DBS certificate application.

Can I claim expenses?

You will be entitled to claim reimbursement of reasonable travel expenses subject to our agreed policy.

For more detail about this role, or to receive an application form, please contact Lorna Gough: contact@cambridgecancerhelpcentre.org

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