**Volunteering opportunity for an experienced finance assistant**

As a registered charity in the arts, we rely on the support of our community to grow and flourish. Right now our small arts charity needs an extra pair of hands to assist with day to day financial transactions, and is looking for some experienced help.

*What we are looking for*

We are looking for a Volunteer Finance Assistant to help the team with invoice processing and cashier functions. We hope they:

* Would enjoy working in a small interactive and interdependent team in our busy cultural venue
* Have experience an knowledge of finance and bookkeeping processes

Our Theatre Director and Financial Controller would get real benefit from help with some or all the following support in weekly and monthly processes. These include:

* Weekly banking and analysis of income, using banking sheets, from box office, front of house sales, and invoices for education, touring, hire and wedding services.
  + Where banking is required, our bank branch is next door.
* Purchase Invoice Processing:
  + Organise invoices on arrival (both paper and digital – including annual), obtain appropriate authorisation and place in ‘to be paid’ folder for Director’s attention.
  + Match Barclaycard statements to receipts for Director’s attention.
  + After payment by the Theatre Director, file in ‘paid invoices’ folder.
* Using our QuickBooks accounts system:
  + Entry of purchase invoices (including Barclaycard statements).
  + Raise sales invoices as instructed.
  + Enter sales receipts and purchase payments as made.
  + Maintain petty cash records
  + Check invoices against purchase orders and recommend payment or queries with suppliers to the Theatre Director

*Skills needed*

Finance: Ideally, Association of Accounting Technicians (AAT) or equivalent Level 2 Certificate in Bookkeeping and/or Accounting (Level 1 considered)

Finance and ICT: experience as user of computerised accounting systems (QuickBooks preferred)

Finance: General understanding of the accounting regulations applying to charity finance would be very useful.

*What impact will you have?*

* With your help we will be able to continue our rigorous management of the accounts processes that underpin our sustainable delivery of performance and education in our artistic field of puppetry.
* You will be helping us sustain our much loved puppetry heritage and a cultural and tourism venue in Norwich. Our puppet theatre is one of only 3 building based companies in Norwich so it is a special cultural asset not only for our city but for the national puppetry community.
* You will help the senior staff focus on strategic aspects of financial control and management as well as support the team. This is vital to ensure the long-term sustainability of our organisation as we emerge from the challenges presented by Covid-19.

*What's in it for you as our volunteer?*

* You would become part of our small, friendly team and you have the opportunity to use your time to make a real difference in difficult times. As part of a vibrant small arts charity, you would be be embedded in a team generating our creative and education programmes, within a community of visiting performers and creative teams, and other volunteers.
* You would have access to other ad hoc and regular volunteering opportunities – such as front of house, workshops assistance and practical tasks – with suitable training.
* There are invitations to our volunteers for previews of our productions and opportunities to influence our development as an arts charity through consultations and focus groups.

*Location where the volunteer will be working*

The volunteer will need to work in our office at our theatre in Norwich although some duties may be possible from home by agreement.

*Travel*

Travel is to and from our theatre to perform the role. There is a small car park and several bus routes pass the rough Magdalen Street nearby. Travel expenses can be reimbursed.

*When we want our volunteer Finance Assistant to work*

* Mostly during office hours.
* 3-5 hours / week average
  + Accounting reporting weeks towards the end of the month may alter the pattern

*Other Application Details*

* Application deadline: ASAP
* The role would be ongoing and we hope the volunteer could commit to at least a six month’s period of helping us after a trial period.

As we work with children, young people and other vulnerable groups, all our staff and voluntary staff are subject to Disclosure and Barring (DBS) checks.

* If no current certificate is held, NPT can arrange for this to be completed at no cost to the volunteer or our organisation
* Contact [PeterBeck@puppettheatre.co.uk](mailto:PeterBeck@puppettheatre.co.uk) for an initial chat, our volunteering application form and information about our work, volunteering and safeguarding policies