Job Description: Volunteer Bookkeeper

1.0 Purpose and Responsibilities

1.1 Purpose of the Role

To accurately manage and maintain the day-to-day financial records for **Concrete Rose**. As a vital behind-the-scenes role, the Volunteer Bookkeeper ensures financial transparency, tracks funding stream allocations, and helps maintain compliance with company accounting standards. This role directly supports the organisation's mission by providing the financial clarity needed to develop sustainable opportunities and positive outcomes for young people.

1.2 Principal Responsibilities

The main responsibilities associated with our Volunteer Bookkeeper role are to:

- **Day-to-day financial recording:** Enter and categorise income, expenses, invoices, and donations accurately.
- **Bank reconciliations:** Regularly reconcile monthly bank statements with internal ledger records to maintain real-time accuracy.
- **Fund tracking:** Assist in tracking and distinguishing between restricted and unrestricted funds to meet charity compliance standards.
- **Receipt and invoice management:** Systematically track, process, and digitally file supplier invoices and expense receipts.
- **Financial reporting support:** Summarise monthly transaction data to assist the leadership team with basic cash flow overviews and financial reporting.
- **Forecasting:** Support with financial forecasting and projected cashflow for the organisation.

2.0 Person Specification

2.1 Personal Qualities, Skills, Qualifications, and Experience

- **Personal qualities:** Will show a clear commitment to the aims of Concrete Rose and handling sensitive financial information with high integrity and confidentiality.
- **Personal qualities:** Highly organised, reliable, and able to work independently to meet monthly financial deadlines.
- **Skills:** Strong numerical accuracy, excellent attention to detail, and a good grasp of basic data entry.
- **Skills:** Proficiency in using advanced Excel/Google Sheets.
- **Experience:** Practical experience in basic bookkeeping, finance, or account reconciliation is required. Previous experience working or volunteering within the charity/non-profit sector is desirable but not essential.

3.0 Terms and Conditions

3.1 Reporting and Support Procedures

This role reports to the Operations Lead and fellow Directors. E-mail, phone, and virtual support will be provided as and when necessary to guide you through our specific financial workflows.

3.2 Location

It is expected that the postholder will **work remotely**.

3.3 Hours

Hours for this role are flexible, but it is expected to encompass **1–2 hours per week** (or roughly 4–8 hours per month, often aligned with month-end processing).

3.4 Pay

This is a **voluntary position**, and as such, there is no direct financial remittance for the hours worked.

4.0 Benefits of Volunteering

4.1 What you will gain from this role

- Make a tangible impact: Your financial expertise directly supports our mission, ensuring resources are used effectively to create positive outcomes for young people.
- Non-profit experience: Gain valuable hands-on insight into specialized charity accounting practices, including tracking restricted/unrestricted funds and non-profit compliance. Flexible, remote working: Fit your volunteering hours around your existing work, studies, or personal commitments with complete location flexibility.
- Professional development: Sharpen your financial forecasting and cash flow analysis skills in a live organizational setting, enhancing your professional CV.
- Professional reference: Upon successful completion of a consistent volunteering period, we are happy to provide a professional character reference for your future employment or studies.
- Support and collaboration: Work alongside a passionate, purpose-driven leadership team with direct lines of communication to our Operations Lead and Directors.

5.0 Contact Details

For more information on this role, or to receive a copy of our application form, please contact: **mike@concreterose.co.uk**.