

JOB PROFILE

Job Title	Accounting Volunteer
Reporting to	Finance and Admin Manager

Overview

Doctors of the World UK is part of the global Médecins du Monde network, which delivers over 400 projects in more than 80 countries through 3,000 volunteers.

Our vision is of a world in which vulnerable people affected by war, natural disasters, disease, hunger, poverty or exclusion get the healthcare they need.

Through our health programmes and advocacy, we work to ensure excluded people overcome barriers to realising their right to healthcare. Since opening in the UK in 1998, we've raised £6m for overseas programmes, helped 7,000 service users here and fought for healthcare as a human right for all.

We work with and for:

- » people in crisis, providing life-saving humanitarian healthcare in times of war and after natural disasters.
- » vulnerable migrants, including by advocating for the right to healthcare across Europe.
- » people at risk of harm, especially from HIV and AIDS or hepatitis C, such as drug users and sex workers.
- » women and girls' right to sexual and reproductive health.

Doctors of the World UK is currently looking for an accounting volunteer to assist with various projects and preparation of the management accounts. You will need to be available for 2-3 days per week for a minimum of 3 months. Please note that we are not able to offer a salary for this position. When working from our London office, expenses paid up to £4 per day for subsistence and up to £10 per day for travel.

Key Duties	Key Activities
Accounting and financial systems	<ul style="list-style-type: none"> Assist production monthly management accounts and transactions lists, including preparation and posting prepayment, accruals, contribution and fixed asset journals. Then review them with managers to assure accuracy. Update cashflow report every 2 weeks so that the Finance Manager can report on variances. Interact with the fundraising team to ensure a reconciliation of the CRM software to the income values entered QuickBooks. Prepare intercompany reconciliations with MDM partners. Assist the finance team create costings for fundraising applications and in the preparation of financial reports to donors. Review historic information in Quickbooks for coding accuracy.
Capital Expenditure	<ul style="list-style-type: none"> Maintaining and reconciling a fixed asset register, with depreciation computations with the appropriate policy applied.
Purchase ledger	<ul style="list-style-type: none"> Investigate and post journals to tidy old supplier ledger balances. Undertake supplier statement reconciliations
Contract review	<ul style="list-style-type: none"> Assist organisation with review of existing contracts
Banking/Credit cards	<ul style="list-style-type: none"> Ensure that posting and reconciliations of all bank accounts including credit cards are undertaken on a monthly basis
Petty cash	<ul style="list-style-type: none"> Post and reconciliation of Petty Cash
Sales ledger	<ul style="list-style-type: none"> Raise sales invoices
General	<ul style="list-style-type: none"> To be open to change and demonstrate a flexible and adaptable approach. To work collaboratively with others and be a supportive and effective team member To ensure that all activities undertaken on behalf of Doctors of the World UK, externally or internally, are executed in accordance with the overall aims of the organisation and in line with our policies and procedures. To participate in training and other activities as requested by the organisation.
Stakeholder and Customer Service	<ul style="list-style-type: none"> To provide quality customer service to all our respective audiences and stakeholders and comply with our quality management protocols.
Key Working Contacts	All internal staff and volunteers.

Person Specification

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PERSONAL COMPETENCIES	
Competency Title	The successful candidate will be able to....

Communicating with others	Demonstrate effective communication - sharing information, ideas and experiences, presentation skills. All employees are courteous, polite, listen to one another, are loyal and honest to all employees and do not use inappropriate language.
Team working and interpersonal skills	Commit to working co-operatively with others and understand how to influence others to achieve objectives in an effective way. All employees cooperate in their team and across the organisation, respects and listens to different views and opinions, welcome new staff and volunteers, treat all people with respect and avoid any behaviour which is, or might be seen as less than honourable.
Managing Resources	All employees ensure proper use of resources and information, do not disclose or use information outside the normal requirements of their job and do not misuse systems (such as information technology)
Drives Continuous Improvement	Push the boundaries of performance and raise quality. A core element is a focus on striving for continuous improvement and the ability to take initiative. All employees continually strive to improve their skills, knowledge and the way they work showing flexibility and a willing approach towards change
Customer Services	Listen to and address the needs of others as customers. It includes seeking and welcoming feedback from others and acting on that feedback. All employees deal with customers in a courteous and polite manner and that they respond to queries efficiently and effectively
Managing Yourself	Take a proactive and flexible approach to maintaining and developing own knowledge and skill base. All employees manage their own work to deliver on time and prioritise work to deliver objectives
Delivery and Meeting Business Plan	Understand what needs to be done; stretches to deliver it effectively. All employees demonstrate a positive 'can do' attitude, stretch their performance standards and balance long-term requirements against short term objectives.

RELEVANT EXPERIENCE

You might be the right person for this role if:

- You have worked in audit or commercial finance functions and are looking to use your acquired skills on a voluntary basis.
- You are interested in gaining valuable experience in charity finance.
- Are from an audit or industry accounting background and are looking to transfer to the charity sector.

SPECIFIC SKILLS, KNOWLEDGE & PERSONAL QUALITIES

The successful candidate will have:

Essential:

- A recognised accounting qualification or relevant experience.
- Experience of balance sheet reconciliations.

Date Created

April 21

This is not intended to be an exhaustive list. Your role profile may be subject to change.