

## Finance Volunteer

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At St Mungo's we provide a bed and support to more than 3,150 people in accommodation each night. As well as accommodation services, we also provide a range of services, such as running activities, skills and employment training, and tenancy support, to help people at every stage of their recovery from homelessness. At the heart of all of our services is our commitment for everyone to have a place to call home and fulfil their hopes and ambitions.

To ensure that our client-facing services are able to operate efficiently, we rely on support from our central services team. This ranges from our Finance and Communications teams to our Diversity & Inclusion Networks.

### What will I be doing?

In this role, you will be supporting us with all or some of the following tasks:

- Logging and scanning of invoices.
- Maintaining records and updating the database system.
- Filling invoices and supporting papers as part of an effective audit trail.
- Responding to and resolving queries.
- Sorting post.
- Undertaking any other administrative tasks as and when required.
- Adhering to St Mungo's Policies and Procedures at all times.
- Promoting St Mungo's work in an appropriate manner.
- Actively promoting equality, diversity and inclusion among staff, fellow volunteers and clients.

### Where/ When will I be volunteering?

Information on location and time commitment requirements is provided within this role's advert.

Our projects and services run across London and the South of England. We aim to match you to the most suitable volunteer role. After we receive your application, we will give you more information on the exact location and time you'll need to commit to the role as well as the specific service you'll be supporting.

### Do I need to have specific skills?

- Some knowledge of or interest in accounting and bookkeeping.
- Strong numeracy skills.
- Good IT skills (Microsoft Office package and internet research)
- Client and customer focused.
- A friendly personality, good interpersonal skills, enthusiasm and motivation.
- Willing to learn and develop within the role.
- Collaborative with good communication skills.
- An understanding of the causes of homelessness and its impact.
- Genuine interest in and commitment to St Mungo's work and client group.



- An understanding of and commitment to diversity & equality.

We particularly welcome applicants with experience of using and moving on from support services.

### **What support will I receive in return?**

- Our core volunteer training as well as access to further learning and development opportunities from our specialised Volunteer Services team.
- A role induction and role-specific training as well as regular support from your volunteer supervisor.
- Reimbursed volunteering expenses.
- New skills and experience within the largest homelessness services provider - both extremely valuable if you seek paid employment in the sector.
- Professional references after 3 months volunteering.
- A dedicated Volunteer Services team supporting you.
- Access to our Volunteer Development Pathway to help you to develop the skills and experience to support your progression.

### **How can I apply?**

Complete our online application form. Or, contact us at [volunteer@mungos.org](mailto:volunteer@mungos.org) or on 0203 856 6160