

Volunteer role description



Red Cross acknowledges
the Traditional Owners
of this land, their ancestors
and Elders, past and present.

the
power of
humanity



Finance and Administration Support Volunteer

Department Avai	Financial Services
Category	One day per week
	Villiers St, North Melbourne Contributing to our operational
	work

Building an inclusive, diverse and active humanitarian movement based on voluntary service

Role purpose

Assist in financial accounting activities whilst developing personal knowledge and experience of the not for profit industry as well as broader financial activities.

Role responsibilities

- Retail Store Sales Remittance data entry
- Recording Petty cash expenses, GST on purchases/sales
- Compare sales data against bank statement and investigate variances
- Bank Reconciliations including Journal Entries
- Audit queries
- Adhoc tasks

Knowledge, skills and experience

- Knowledge of basic finance systems and principles such as invoicing and reconciliation
- Highly numerate, with practical experience using financial spreadsheets
- Practical experience undertaking a wide range of finance and administrative tasks
- Studying or have completed a Certificate of Finance or Business Management (or related fields)
- Intermediate to advanced level in using software applications such Microsoft Access, Microsoft Word, and Microsoft Excel

Check requirements

- A National Criminal History Check prior to commencement and renewed every five years (Red Cross will arrange this)

Learning and development

- Complete Red Cross online learning modules as required
- Attend Red Cross Volunteer Induction, role orientation and ongoing training as required
- Attend any professional development/training sessions offered throughout the year

General conditions

We act always in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct

We are a Child Safe organisation and all volunteers are required to comply with relevant State and Territory legislation requirements

We comply with the Red Cross Workplace Health and Safety management system

We demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way

We may be required to assist the organisation on occasion, in times of national, state or local emergencies or major disasters

In all activities, our volunteers are guided by the Fundamental Principles of the Red Cross and Red Crescent Movement

Humanity

Impartiality

Neutrality

Independence

Voluntary Service

Unity

Universality
