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### Role

The Haven Wolverhampton offers a comprehensive support service for residents in refuge and our clients in the community.

Finance & Purchasing volunteers support staff with finance duties and assisting with Purchasing requirements for the organisation

### What are the benefits?

- Become part of a friendly, diverse and dedicated team
- Gain experience in Finance & Purchasing processes
- Access training in Domestic Abuse Awareness and related issues
- Develop key employability skills

### What activities will I be involved in?

- Assist with receipt and recording of mail, and also the re-direction of mail
- Assist with monthly audits, file checks, reconciliations, etc.
- File Maintenance
- Purchasing – assist with purchasing requirements for the organisation
- Support with Cash and banking processes
- Assist with updating reports, photocopying & updating files.

### What skills and abilities will I need to have?

- High level of communication skills, verbal and written.
- Team worker and ability to work on own initiative.
- You may have a finance or administration background, or currently studying and you want to gain some practical experience.
- To record information accurately.
- Ability to adhere to relevant policies and procedures.
- Maintain confidentiality at all times.
- Ability to react sensitively to a wide range of people who may be in distress.
- Possess a non-judgemental and open-minded attitude.
- Commitment to support vulnerable women and children

## Additional Information

Location	The Haven, Wolverhampton
Hours	Flexible hours Monday to Friday, minimum 2 day per week
Training	Volunteers will be expected to complete the following training: <ul style="list-style-type: none"><li>• Domestic Abuse Awareness (one-day course)</li><li>• Safeguarding Adults and Children (e-learning)</li></ul>
Responsible to	Finance Officer
Expenses	The Haven offers reimbursement of travel expenses

Due to the nature of our work, Schedule 9 (1) of the Equality Act 2010 applies therefore applications from women only will be considered.

Under the Care Standards Act 2000, all roles are subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS).