



## Finance Volunteer Volunteer Role Description

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Across the UK, our 270 local groups play a vital part in supporting people affected by MS. They provide sense of belonging, unity and friendship. And they deliver services and support for their local MS community.

As our local group Finance Volunteer you'll make sure your group gets the most for their money. You'll maintain income and expenditure records to document and report on group finances. You'll manage their accounts and make financial information easy to understand.

In this role you'll be able to develop your financial, communication and team working skills collaborating closely with other members of your group's committee.

Most importantly you'll help run a team which provides vital support and services to people within your local MS community.

### What the role involves

This role may vary depending on needs, but is likely to include:

- Accurately maintaining income and expenditure records to document and report on group finances using our Online Accounting system
- Offering objectivity around the spending of money and ensuring money is spent in a cost effective manner
- Approving income and expenditure with the other group bank account signatories
- Ensuring that our financial requirements and policies relating to group finances are followed
- Supporting the group's shared responsibility for designing and delivering services and activities in line with our principles of quality service delivery so that they are safe, effective and impactful

We can support you to develop the skills you need for this role, including an induction into all the areas outlined. You will have a chance to discuss your role and any additional needs with us.

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**Together, we are strong enough to stop MS.**

Multiple Sclerosis Society. Registered charity numbers 1139257/SC041990. Registered as a limited company in England and Wales 07451571.

## What you need for this role

### Essential

- Confident using Microsoft Office, the internet and email
- Experience in bookkeeping, budgeting and planning income and expenditure
- Able to apply disability, equality and inclusion practices
- Able to keep people's personal data safe

### Desirable

- Committed to our values
- Able to explain financial information to other group members in ways that are easily understood
- Stay up to date with external and internal policies and procedures
- Willing to develop skills and experience

### In order to volunteer in this role you will need to:

- Read through your welcome and induction checklist

## Additional information about our volunteering programme:

When you volunteer with us, you join our powerful community of people living with MS, scientists, campaigners, listeners, organisers, ambassadors and fundraisers.

Our shared commitments help keep our volunteering programme enjoyable, meaningful and safe for everyone.

Download [Our Commitments](#) here.