



Finance Volunteer Volunteer Role Description

Across the UK, our 250 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.

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:

- Complete the Welcome and Induction Checklist in the back of your [Welcome Pack](#) (opens in new window).
- Complete the training listed below:

Must do training	Role specific training
Data protection eLearning	Induction with your volunteer point of contact Online Accounting training with the Finance Support Team.

Sources of support:

We will ensure that whilst volunteering with us you will have access to all the support you need to feel comfortable, confident with what you are doing and able to achieve the most impact through your time with us.

In the first instance your Group Coordinator and Coordinating Team members are here to support you. They are responsible for leading the group, the group's finances, planning services and activities, making decisions and dealing with problems.

Meeting the rest of your Coordinating Team will give you an insight into what the group does, what activities and services are currently offering and what they would like to develop in future.

The Finance Support Team is your staff contact for questions relating to your group's finances and control over those funds. Shortly after you

start, you'll receive a welcome email from the team. You can reach them at financesupport@mssociety.org.uk

If your Group Coordinator isn't able to help, the Volunteer Support Team is the key staff contact for local groups:

volunteersupport@mssociety.org.uk

The Supporter Care Team is your point of contact for queries other MS Society departments. They can signpost you to the right person:

supportercare@mssociety.org.uk

Speaking to volunteers from other groups can be another source of support. This is something you could organise yourself or by attending meetings organised by the Volunteer Support Team which bring together other groups and volunteers.

Upcoming workshops are posted on our volunteer website:

volunteers.mssociety.org.uk/events

Other staff who can support you are listed on our volunteer website:

volunteers.mssociety.org.uk/volunteering-with-us/staff-support

Managing your finances offers guidance on online accounting, managing your groups' finances and following the MS Society's financial rules and policies: volunteers.mssociety.org.uk/finances

Our **Group Handbook** offers guidance on the practices and procedure groups should follow: volunteers.mssociety.org.uk/group-handbook

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.