

Volunteer Book Keeper Role Description

Role Title: Volunteer Book Keeper
Location: tbc
Reporting to: Group Leader

About us

Established in 1875, GFS provides opportunities for girls and young women to have fun, make friends and build self-esteem, wellbeing and resilience. Volunteers run weekly sessions for girls and young women in safe, single gender, non-judgemental settings through positive relationships with female role models.

You can learn more about who we are and what we do on our website:
<https://girlsfriendsociety.org.uk/what-we-do/>

About the role

GFS provides volunteer-led activities for girls and young women aged 5 and over however our groups generally tend to appeal to girls aged 6-14. We provide opportunities for girls and young women to meet in a safe and secure environment where, through educational and creative activities, they can learn new skills, make friends and develop their confidence and independence.

Groups are headed by trained leaders and/or GFS Staff who specialise in the direct work GFS does with girls and young women, they focus on session planning, coordinating the sessions and supporting the other volunteer youth workers.

As well as the direct work with the girls and young women there are financially related duties which are essential to the smooth running of a group.

Role requirements

- Awareness and understanding of the branch budgets and limitations
- Recording proof of expenditure
- Periodic reporting to Head Office
- Basic forecasting and monitoring of the branch budget

What would make me right for this role?

Essential

- Attention to detail and a good level of accuracy
- Computer literate and comfortable with Microsoft Word and Excel and emails
- Be comfortable volunteering within a group or alone
- Trustworthy and honest

Desirable

- Knowledge and experience of working with an accounts package and able to keep the accounting records computerised

Reimbursement of Expenses

- GFS will cover any reasonable out of pocket expenses for travel or resources relating to the voluntary work in branches

Benefits of volunteering

- By volunteering at GFS, your support will help with the effective running of the branch which will help volunteers to develop and deliver sessions to girls and young women.
- The chance to meet new people. Volunteering can be a great way to make new friends and be part of a community.
- The opportunity to gain work experience, learn new skills or develop your existing skills.
- Access to free training as part of your role.
- Reimbursement of expenses. GFS will cover any reasonable out of pocket expenses for travel or resources relating to the voluntary work in branches.

How to apply

Please fill in a Volunteer Registration form on the GFS website:

<https://girlsfriendlysociety.org.uk/get-involved/volunteer/> or contact the Volunteer Support Coordinator on 0207 837 9669 for a paper copy. Once we've received your form, we will then be in touch about possible volunteering opportunities in your area.