**Role**: Volunteer Bookeeper ** Reports to:** CEO/Finance Director

**Responsibilities:** Organisation of Accounts

**Purpose of the Role:**

Supporting the organisation’s accounting system, invoicing and financial management.

**General & Key Responsibilities:**

* Invoicing
* Logging of receipts
* Financial Data Entry
* Recording of fundings
* Recording transactions
* Provide assistance with regard to preparation for forecasts
* Spreadsheet creation and management

**Skills required for this Role**

* Bookkeeping
* Financial planning
* Good understanding of financial systems
* Excellent knowledge of Excel and Google Spreadsheet

**About you**

* Excellent communication skills
* Enthusiastic, has an eye for detail
* Respectful, encouraging and supportive
* Driven by the charities’ intentions and ethos
* Organised, self-motivated and numerically skilled
* Shares values, vision and mission of Nurture Steps

**Commitment and requirements**

* 2 hours per week
* Willingness to learn
* Ability to travel to Cupar at least twice a month

Some volunteer work can be done online

**Support**

You will be given all the required guidance and support before beginning your role.

**Record your interest:** Email: info@nurturesteps.com