



Role Description

FINANCE ASSISTANT VOLUNTEER

Organisation Description

Burning Nights CRPS Support is a UK charity working to improve life for all those affected by Complex Regional Pain Syndrome (CRPS).

We raise awareness about CRPS amongst the public, health and legal professionals by providing awareness sessions, so diagnoses can be made quicker and treatment started more rapidly. We also offer support and information through a number of volunteer-led services, including an evidence-based website, support helpline, online forum, email and social media support, annual conference and regional support groups. More recently, we have launched our CRPS Counselling and Virtual Befriending services, which have been met with an enthusiastic response.

Charity Reg No. 1166522 (England & Wales)

Location

Online / Remote volunteering

Area of the Charity

Finance Administration

Number of Hours per week Required

Minimum 7-15 hours per week. You are not under any contract to perform these tasks nor are you under any obligation to carry out this role. There are no set hours or days for this voluntary role. It is only as and when you are able to volunteer.

Minimum Commitment

Ideally, a minimum of 6 months commitment if possible. This is an ongoing volunteer role.

Burning Nights CRPS Support (Working to improve life for all those affected by Complex Regional Pain Syndrome (CRPS))

Registered Address: 1 Alder Brook, Chinley, High Peak, Derbyshire SK23 6DN

Tel: 01663 795055

Email: support@burningnightscrps.org

Web: www.burningnightscrps.org

Charity Registration Number 1166522 (England & Wales)

Main Purposes of the Role

We are looking for a volunteer who can support the financial administration of the charity using our finance software, Xero. The successful candidate will support the Chair to undertake regular administrative financial tasks; support budgeting, reporting, and audits while ensuring financial transparency.

Key Tasks and Objectives

- Support the financial management of the Charity using Xero.
- Data Entry: Recording financial transactions such as donations, invoices and expenses into our finance software, Xero.
- Reconciling income into Xero from GoCardless, Stripe, PayPal and other third-party agencies that facilitate donations being made to the charity.
- Maintain financial and accounting records, ensuring accuracy and consistency.
- Assist with preparing payroll and/or pension information for submission to an external payroll provider (when required).
- Ensure reconciliation of records and transactions and train the team to reconcile.
- Assisting with the preparation of the accounts, quarterly and annual accounts for accountant annually as well as supporting funder financial reports.
- Track the financial situation of projects.
- Ensure that all necessary financial information is recorded accurately.
- Assist with financial forecasting and budgeting.
- Document Management: Organising and filing receipts, invoices, and other financial documents (digitally).
- Assist the Chair, volunteers or members of staff in understanding and using the accounting software.
- Any other tasks that may be required from time to time or during the final accounts period, as appropriate.
- Assist with general administration relating to finances.

Key Skills or Qualifications

Essential

- Knowledge and experience of using Xero accounting software, including tracking project spending, managing volunteers' expenses and department spending, uploading invoices, reconciliation, etc.



- Understanding of tracking financial data and information.
- Experience of working in a bookkeeping role.
- Accurate and up-to-date knowledge and experience of charity finance, SORP and other relevant frameworks.
- The ability to quickly understand the needs of and challenges faced by our small charity organisation.
- Strong numeracy and financial management skills.
- Strong organisational skills.
- Comfortable working remotely.
- Ability to maintain strict confidentiality.
- Ability to quickly understand the needs of our team, organisation and users of our services. We are not expecting you to already have an awareness of the condition we support.
- Good initiative and ability to work with little direct supervision, but will ask for help when needed.
- Ability to work flexibly on your own and as part of a team with enthusiasm and commitment.

Desirable

- Knowledge of charity accounting, including restricted and unrestricted funding.
- Understanding of financial management within a charity.
- Verbal communication skills.
- Competent with communication tools.

Key Benefits and Impact

- You will come part of our small, friendly, forward-thinking charity team. We are focused on reaching people who may not have heard about the Charity or about the condition.
- You would have a key role in ensuring good financial administration, which is crucial to the continued work of Burning Nights CRPS Support. This is a fantastic opportunity for you to make a real difference to a small charity.
- You will join the charity during a critical and challenging period and your expert knowledge and experience will be invaluable to our success. You will be involved in ensuring we manage our financial inputs and outgoings in order to maintain the services and support we provide, allowing us to be a sustainable charity and fulfil our aims.



Training and Support

- Full induction to our organisation
- Relevant and ongoing training for your volunteer role, including using the current financial system used by the Charity
- Regular updates on charity activities
- Support, advice and guidance from Charity team
- After 3 months volunteering, all volunteers are eligible for courses (reasonable cost)

How To Apply

If you think you could be the person we are looking for, we would love to hear from you. We invite anyone to apply for our volunteering opportunities, regardless of ability or experience.

Find current volunteer opportunities and apply for roles through recruitment platforms [Charity Job](#) and [Reach Volunteering](#). To find out more and register your interest, you can also fill out the [application form](#) on the Burning Night CRPS Support website or get in touch by phone or email.

Please note that you will be asked to submit a copy of your CV before interview and all volunteers are subject to two reference checks. All volunteer roles that involve interaction with vulnerable service users require an up-to-date DBS check, which the Charity will cover the cost of.

Contact information

Tel: 01663 795 055 (UK)

E: admin@burningnightscrps.org / victoria@burningnightscrps.org

W: www.burningnightscrps.org

A: 1 Alder Brook, Chinley, High Peak, Derbyshire SK23 6DN (UK)