

The Anne Matthews Trust: Volunteer Role Description

Role: Finance Volunteer

About the organisation: The Anne Matthews Trust aims to benefit individuals, community based groups and organisations that are seeking to find ways to work together to combat the sources and effects of inequality, poverty, discrimination and oppression. We are especially committed to working with young people from refugee and migrant backgrounds, and supporting them to develop networks, access opportunities, and equip them with new skills and knowledge to tackle the injustices they face.

We are based at Braich Goch Inn and Bunkhouse, a 450 year old building in the village of Corris, West Wales. We host groups at Braich Goch for residential visits, which are tailor made to meet their individual needs. Braich Goch is also a community hub where people from the local rural community, and the refugee and migrant groups we bring into Braich Goch from towns and cities across Wales and the rest of the UK, can meet, share cultures and experiences, build relationships and foster understanding between communities.

Volunteer role summary: Supporting the Finance Officer with book keeping and financial recording and reporting

Hours: 3-10 hours per week depending on availability

Responsible to: Finance Officer, Maria De La Pava

Place of Work: Braich Goch Inn and Bunkhouse, Corris, Machynlleth, SY20 9RD or remotely

Opportunity:

- The opportunity to support a small grassroots charity to develop and grow
- The opportunity to be part of a diverse community of individuals and groups from all over the world, working together to challenge inequality and bring about social change
- Weekly support and supervision from Finance Officer
- Reasonable expenses paid (Travel and Food)

Tasks and Responsibilities:

- Data entry on Quickbooks, filing and general administrative duties
- Occasional attendance of team meetings and events in order to get to know the team and understand the ethos of the organisation.

Skills and experience:

Essential: Knowledge and experience of using Quickbooks

Desirable: Welsh speaker, knowledge of working with community orgs, committed but flexible

To make an enquiry, please email yosola@theannematthewstrust.org