



*Expand your mind, connect with Nature*

## VOLUNTEER ROLE DESCRIPTION

<b>Job Title</b>	Accountant Volunteer
<b>Purpose</b>	Volunteer will answer to Nature Vibezzz staff and they assist them in their role of running community project activities.
<b>Responsible to</b>	Douglas Saucedo Anez or John Cannell

### **Tasks/ Responsibilities:**

- Help with admin of Nature Vibezzz organisation & office.
- Help with Nature Vibezzz accounting including:
- keep receipts in order & numbered.
- logging expenditure in excel computer software documents.
- help compile annual accounts.

The role may include some management responsibilities.

### **Requirements:**

Knowledge of Excel, Word & accounting software Quickbooks.

Volunteer shall need to complete appropriate paperwork to be under Nature Vibezzz insurance.

### **Benefits:**

The volunteer will have the opportunity to take part in training either through Nature Vibezzz or free training provided by other organisations.

The volunteer will have the opportunity to take part in Nature Vibezzz project events.

The volunteer will receive travel expenses while volunteering on Nature Vibezzz projects when funding is available.

Nature Vibezzz provides references for all volunteers.

### ***Nature Vibezzz***

*Registered Charity number 1177701.*

*Registered office address: 2, Warren Close, London, SE21 8NB, United Kingdom.*

*www.naturevibezzz.org - info@naturevibezzz.org*

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