

The RPS Volunteering: Finance Officer

About this role

The primary responsibility of a Finance Officer is to maintain the day-to-day finances of the Group/Region. Consulting with the committee about financial expenses and keeping an overview of the budgeting. Following the Finance Officer manual and reporting back to the RPS Finance Team.

Responsibilities include:

- Maintaining the finances of a group or region, raising payment requests and reconciling income.
- Keeping the cash book up to date
- To oversee and present budgets, accounts and financial statements
- To liaise with designated staff about financial matters
- To present financial reports to the committee
- To present the accounts at the group/region annual general meeting (AGM)

Desired skills:

- Attention to detail
- Strategic thinking
- Good with numbers (mathematic skills)
- Accountancy
- Teamworking skills
- Willingness to learn

What we offer

The opportunity to be part of an active volunteering community, meet new people that share the same passion. This role will give you encourage you to expand on your skills and experiences, while working with us to promote photography for everyone.

Flexible working is key, so many tasks can be performed according to personal availability. Our Volunteer Support Team will assist and guide you on your journey.

