

St Elizabeth Hospice

Volunteer Role Description



Role: Finance Purchase Ledger Admin Assistant

Location: St Elizabeth Hospice

Staff Member Link: Finance Head of Department

Purpose of Role and Service

To provide assistance in the Finance Office.

Key Activities

- To help with entering purchase orders and invoices onto the finance system
- To ensure that the details are entered accurately and timely
- To do any other work e.g. shredding, filing, etc. if required

Organisational Responsibilities

- To work within the policies of the hospice and act within Care Standards at all times
- To uphold the hospice and individual team values at all times
- To ensure effective use of resources
- To participate in the hospice education programme and attend training courses as required
- To respect at all times the confidentiality of information covering patients, staff and volunteers
- To play an active part in the development and maintenance of good relationships with all who have business with the hospice
- To promote the hospice Philosophy of Care towards patients, relatives and visitors
- Generally to contribute towards ensuring a safe environment for all persons on the premises
- Because of the special nature of the hospice and its work you may on occasion be asked to undertake other duties to help maintain our high standard of care

Volunteers are required to respond positively to all reasonable instructions given by Link Members or other members of hospice staff. While volunteer suggestions and opinions are always welcomed, the responsibility for operational and strategic decisions lies with the hospice management.

Personal Qualities

Attributes	Essential/Desirable	Qualification and training to be provided
Skills and Abilities	E - Accuracy E - Confidentiality D - Strong Numeracy D - Being a fast but accurate worker	
Knowledge and Experience	E - Data input experience is vital D - Purchase Ledger experience is desirable	
Attitudes and Values	E - Being able to work both in a team and as an individual. E - Being able to cope with interruptions. D - Methodical worker D - Flexibility eg. covering for holidays, etc.	
Qualifications and Training		eLfh Modules - Roles and Responsibilities of a Volunteer, Communications for Volunteers, Health, Safety and Infection Prevention and Control for Volunteers, Data Security Awareness for Volunteers, Conflict Resolution for Volunteers, Fire Safety for Volunteers, Equality, Diversity and Human Rights for Volunteers, Moving and Assisting for Volunteers, Safeguarding Adults for Volunteers. Ihasco modules - Display Screen Equipment