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VOLUNTEER ROLE DESCRIPTION

Job Title	Accountant Volunteer
Purpose	Volunteer will answer to Nature Vibezzz staff and they assist them in their role of running community project activities.
Responsible to	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 as a company limited by guarantee in England and Wales with number 9630457
Registered office address: Ground Floor, 2, Woodberry Grove, London, N12 0DR, United Kingdom.

www.naturevibezzz.org - info@naturevibezzz.org

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John Cannell Operation Director john.naturevibezzz@gmail.com 079 84662996



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