

Volunteer Role Description



Admin Assistant Volunteer

Finance Team

Role summary:

To assist our Finance Manager in administrative duties in order to support the day to day running of Cogges.

Your role:

- Provide administrative support where needed
- Cash handling
- Dealing with raffle prize requests
- Filing and shredding
- Reconciling bank statements

Your qualities:

- Friendly and enjoys being part of a team
- Knowledge of Excel and Word
- Good attention to detail
- Confident handling cash
- Well organised and reliable

The hours:

Tuesdays or Thursdays, hours flexible.

Training and support:

Full training and support will be provided by Cogges staff and you will be expected to attend annual refresher training.

Volunteer benefits:

- Meeting new people and being part of a team
- Spending time in a beautiful setting
- Cogges Volunteer Pass for free entry for you and a guest
- Discount in the Cogges Kitchen and shop

To apply:

Please contact: volunteering@cogges.org.uk