# **Volunteer Role:** Finance Administrator in Head Office



### What is the purpose of the role?

To provide support within the Finance Department at Cancer Fund for Children Head Office.

#### Location

Curlew Pavilion, Portside Business Park, Airport Road West, Belfast, BT3 9ED.

#### Your commitment

Cancer Fund for Children are looking for people who can volunteer one or two mornings a week.

#### What does it involve?

- Data Input
- Bank Lodgement
- General Finance Administration

#### What skills or experience do I need?

Cancer Fund for Children is looking for a reliable, self-motivated volunteer with previous background in finance.

#### What can I expect from the role?

- You will receive on-going support relevant to the role.
- You will have an opportunity to meet new people.

## Please contact Ashleigh Patterson

- T: 028 9080 5599
- E: ashleigh@cancerfundforchildren.com

cancerfundforchildren.com