



Volunteer Job Description

Title	Financial Assistant
Responsible to	Company Secretary The Board of Directors and the Members of Archery NI
Time commitment	Around 2 hrs per month routinely plus approximately 2 days at each yearend.
Remuneration	None though reasonable expenses are paid
Base	Home, with attendance at a few meetings and report to Board

Introduction

Archery NI is led by a Board of Management of the Company limited by guarantee.

Working Context

Archery NI is the volunteer led regional body of Archery GB for Northern Ireland and is self-governing. It exists to provide services to its members in Northern Ireland, working closely with Archery GB to fulfil the objectives of Archery GB's strategic plan.

Financial Assistant

Essentials:

- Basic accountancy and book-keeping practices.
- Ability to carry out oversight of annual accounts as an independent reviewer.
- Sufficient computer literacy and numeracy to understand, manipulate and create Excel spreadsheets and reports.
- Integrity to maintain high standards of accuracy and traceability and to ensure no breach of confidentiality.
- Willingness to carry out other accounts related tasks as required.

Nice to have:

- Ability to develop basic accounts records into meaningful and useful reports.
- Knowledge of statutory accounting methods for Companies House and HMRC.

Requirements

Membership of Archery NI and AGB.
Existing broadband connection and computer.
Competency with email and communications.
Self-motivated and organized.
Interested in driving forward Archery NI activities.