



Daniella Logun Foundation

Supporting Children & Young People
diagnosed with brain tumours and their families

Volunteer DLF Treasurer/Bookkeeper

This is an exciting new opportunity for a friendly, proactive volunteer to join the Daniella Logun Foundation (DLF) based in West London.

We are looking for a treasurer/bookkeeper with experience working with charities to manage money and work closely with the CEO. We are a growing charity and need help managing our books, preparing end of year accounts, processing invoices, and generally keeping a healthy financial process so that we can fund our activities in the community in a fun and responsible way.

About the Role:

The ideal candidate will take on a primary support role for our charity, which will include

- Book-keeping (including supporting the delivery of quarterly finance updates and year-end financial statements)
- Making invoice payments (to vendors e.g. for fundraising events and for ongoing operations)
- Providing financial guidance to the Board (e.g. providing advice or opinions on income and expenditure and suitable investment approaches upon receipt of bequest)

What are we looking for?

- Experience with bookkeeping and/or financial management (either through voluntary experience or experience in the workplace).
- Understanding of accounts and accounting processes, requirements and timescales
- Evidence of training in Accounting or a chartered accountant qualification (Desirable)

Person Specification:

The ideal volunteer will be experienced in bookkeeping management, friendly and have a real commitment to making a difference in the financial growth of this charity. We are seeking an individual with a **can-do, reliable attitude who is ready to join our small team of volunteers immediately.**

You will be:

Self-motivated | Willing to Learn | Organised | Proactive | Honest | Reliable | Flexible | Committed | DBS checked or equivalent.





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Support Offered:

- Full training & induction will be provided
- Weekly commitment (negotiable) – 1 to 3 days for an **initial** period of 6-12 months
- Reasonable out-of-pocket expenses will be paid to cover reasonable out-of-pocket expenses

Like what you have read? Please contact us if you are capable and ready to join our close team of volunteers immediately.

To apply for this role:



Please note that all applicants **must** be over 18 years old and should ideally hold a **valid DBS check**.

A H4ALL application form must be completed. Please note we require two references.

To obtain an application form:

- Visit www.h4all.org.uk and download or print an application form
- Email volunteerhub@h4all.org.uk to request an application form to be sent to you by email or post

Send your fully completed application form by:

- Email to volunteerhub@h4all.org.uk
OR
- Post to H4All, Volunteer Development Team, Key House, 106 High Street, Yiewsley, UB7 9BQ

The Daniella Logun Foundation is registered charity in England, Charity No. 1189746, a member of the National Council for Voluntary Organisations (NCVO) and a member of the Hillingdon Charity Sector Alliance/Partnership.

