



# Vacancy: Bookkeeping and Administrative Assistant Volunteer

## Role Description

## About Pain Concern

Pain Concern works to achieve a world where pain is better understood and does not stop people living the life they choose to live.

All pain is unpleasant, but for the 7.8 million people in the UK living with long-term pain it is a part of everyday life. It diminishes quality of life more than any other condition, leading often to loss of work, depression and disability. Anyone at any age can develop persistent pain and you will very probably know somebody affected. Although there is usually no cure, people who receive the appropriate treatment, information and support can manage their condition effectively with life-changing results.

Pain Concern is a company limited by guarantee. We are regulated by Companies House and OSCR.

## Role Purpose

Are you seeking experience in bookkeeping and administration? For the right candidate, this is a chance to boost your CV whilst doing something worthwhile. Be a part of a hard-working team, learn more about keeping proper financial records, and help our accountant and fundraiser undertake all the jobs involved in financial and fundraising reporting. By joining us you will join a fast-growing and respected service.

*"Support and information that is second to none, and led by experts. Pain Concern is one of the most important organisations currently working in this important area"* – **Professor Blair Smith.**



## What you will be doing

You will be involved in a wide range of jobs assisting our accountant and administrator, such as:

1. Coding, filing and organising accounts receivable.
2. Updating customer and donor records in Sage.
3. Helping with orders and customer requests.
4. Coding, filing and organising accounts payable.
5. Ensuring goods ordered have been received and are authorised.
6. Ensuring grants have been received and donors are thanked.
7. Helping with monthly and quarterly reporting.
8. Helping with associated correspondence.
9. Maintaining all associated records and files.

## Is this role right for me?

We are looking for:

1. Excellent organizational skills
2. Ability to follow procedures
3. Interest and curiosity in learning about chronic pain
4. A working understanding of IT, Microsoft Office and Microsoft Teams
5. A working understanding of Sage Line 50 is desirable but not necessary.

## Availability and location

1. Minimum commitment of 3 months
2. Minimum 5 hours per week
3. Volunteer from our office at Newcraighall Road, Edinburgh, EH15 3HS

## Benefits to you

1. Experience volunteering as part of a friendly team, supported by a professional team



2. Meet new people
3. Build your employability skills
4. Training and a dedicated volunteer line-manager looking after you
5. A job reference after 3 months of volunteering.
6. Satisfaction of giving a valuable service to the community
7. On-site car parking
8. Reasonable travel expenses will be reimbursed in accordance with our Volunteer Policy

## How do I apply?

Download and complete an application form our [website](#)

For more information, please contact [hr@painconcern.org.uk](mailto:hr@painconcern.org.uk)