

Group Finance Officer

Role Profile

Across England, Wales and Northern Ireland, [Groups](#) offer direct support for people living with and affected by Motor Neurone Disease (‘MND’), every day.

A Finance Officer supports the Group financial operations, overseeing basic financial activities and maintaining accurate financial records in line with the MND Association Policies and Procedures.

Tasks and activities

- Group financial administration - handling cash and supporting the decision-making for spending
- Processing donations - acknowledge, process and recognise donations made directly
- Monitoring activity - maintain records for Group income and expenditure
- Reporting - prepare regular updates about Group income and expenditure for other volunteers
- Planning - support Committee members with the budgeting of Group funds and assets, ensuring consultation with the Group members as appropriate
- Adhere to the MND Association’s policies and procedures, including GDPR and Safeguarding
- This role may require attending meetings and events. Expenses are covered per our policies.
- Time commitment is flexible and variable depending on local need and individual capacity

This role is recruited through Safer Recruitment processes, which means the process includes an informal interview and two references.

Successful applicants will complete a structured induction pathway, involving e-learning modules.

Volunteers receive ongoing local support from their allocated Community Support Coordinator (‘CSC’ – previously known as ‘ASC’) and relevant team members with a link to finance processes.

About our Group Finance Officers

Across the MND Association, everything we do is underpinned by our Values.

We are **One Strong Team**

- We develop and maintain positive and supportive relationships with others
- We use our communication skills to present and explain financial information clearly to others
- We ensure collaboration, consultation and transparency with Group members

We **think Big**

- We are ready to enhance our understanding of MND to drive our approach to volunteering
- We use our numerical and analytical skills to set up and maintain accurate records
- We use our ICT skills to undertake tasks - e.g. Zoom/MS Teams, email, Office 365

We are **Determined**

- We are committed to learning about MND and its impact on people and their families
- We ensure that we take steps to ensure the Group’s financial compliance with regulations
- We understand the need for consent, confidentiality and the importance of data protection

We make **Every Day Count**

- We champion the [Vision and Purpose](#) of the MND Association
- We can use our organisation skills to efficiently complete tasks with the support of others
- We are always respectful and kind