



FINANCE OFFICER

If you are interested in strategically planning, organizing and managing finances, then this is the role for you!

THE COMMITMENT

- A minimum of 1 year.
- A minimum of 1hr/week throughout the year.
- Flexible.

DUTIES

- Manage and record LBI's financial transactions.
- Prepare financial statements.
- Assist in the preparation of budgets.
- Support the Finance Coordinator and LBI Coordinators with financial tasks when required.
- Continuously find ways to improve the financial position of LBI.

BENEFITS

- Enhance financial understanding and financial intelligence.
- Improve financial management skills.
- Build budgeting skills.
- Develop teamwork and collaboration skills.
- Improve problem solving and critical thinking skills
- Build relationships with volunteers.
- Enhance verbal and written communication skills.
- Be able to support the financial department of an organisation.

REQUIRED EXPERIENCE

- Have prior experience (e.g work related or educational) in at least one of these areas:
 1. Finance or Financial management
 2. Economics
 3. Business or Business administration
 4. Mathematics

WORK ATTITUDE

- A friendly and enthusiastic attitude.
- Willingness to go above and beyond for others.
- Basic time-management and organisational skills.
- An ability to communicate with people from diverse backgrounds.
- Be reliable, punctual and responsive.

Make a difference in the life of young people by joining our volunteering programme!

Apply for this role using this link: <https://forms.gle/xb7ViyinappGsn8R8>

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