JOB DESCRIPTION

Finance Volunteer - Unpaid

Hybrid | Fight for Peace Academy, North Woolwich

Reports to	Head of Finance
Hours	Up to 15 hours per week, equivalent to 2 days per week.
Working pattern	Hours may be spread across up to 4 days, by mutual agreement
Duration	6months
Expenses	Although this is an unpaid voluntary position, reasonable travel and refreshment expenses incurred in carrying out the role will be reimbursed in accordance with the organisation's expenses policy.
Location	Hybrid working arrangement, with a minimum of one day per week in the office - Fight for Peace Academy, North Woolwich, East London
Who you'll work with	A team of support staff in an energetic youth work setting

Why this role matters

At Fight for Peace, we support young people to reach their full potential. Born in Rio de Janeiro, Brazil, we have been operating since 2000 and have impacted the lives of thousands of young people at our Academy in East London, and via a national and international network of partners who are trained in our approach.

Fight for Peace works with young people aged 7 to 25 in communities affected by crime and social inequality. Our Five Pillars bring together combat sports, education, employability, support services and youth leadership, so we can tackle the root causes of violence rather than its symptoms.

We are seeking a committed, organised and detail-oriented Finance Volunteer to support the day-to-day financial operations of the organisation.

About the Role

The successful candidate will provide support across purchase ledger, payments, credit card reconciliations and sales ledger activities, as well as assisting with audit preparation and other finance-related administrative tasks.

This is an excellent opportunity for someone with some finance experience who would like to contribute their skills and experience to support the work of the organisation.

Your key deliverables - what you will do

Key Responsibilities

A. Purchase Ledger and Payments

- Act as the main point of contact for all supplier invoices.
- Receive and collate invoices, ensuring that all invoices have been reviewed and approved by the appropriate authorised signatories.
- Enter approved invoices into QuickBooks Online in preparation for scheduled payment runs.
- Record payments on QuickBooks Online once invoices have been paid, ensuring that financial records are accurate and up to date.

B. Credit Card Statements and Reconciliation

- Ensure that all credit card holders receive their statements in a timely manner.
- Obtain completed credit card expense reports together with the relevant supporting receipts and documentation.
- Record credit card transactions and expenses on QuickBooks Online.
- Follow up with credit card holders to obtain any outstanding receipts or missing documentation.

C. Sales Ledger

- Raise grant invoices on QuickBooks Online when payments become due, in accordance with agreed funding arrangements.
- Monitor incoming payments and liaise with the Income Generation Team to follow up on outstanding grant payments and resolve any queries.

D. Audit Preparation

- Support the preparation of financial records and documentation for the organisation's annual audit.
- Assist with retrieving and providing relevant financial information and supporting documents requested by the auditors.

E. General Finance Support

- Undertake any other ad hoc finance and administrative duties that are reasonable and commensurate with the responsibilities of the role.

Being part of the team

- Live Fight for Peace's values and follow our policies, including confidentiality, safeguarding, health and safety, data protection and equal opportunities.
- Meet regularly with your line manager for one-to-ones and supervision.
- Join team training days, staff meetings and wider FFP events, and complete the training the role needs.
- Jump into sports sessions for team fitness.
- Take on other reasonable tasks that fit the role.

What you'll bring - Essential Experience and Skills

You don't need to tick every box. If you can show most of the essentials, through paid work, volunteering, coaching or your own life experience, we'd like to hear from you.

E1	At least 1–2 years' experience using QuickBooks Online.
E2	Previous experience working with purchase ledger processes.

E3	A good working knowledge of Microsoft Excel

Person Specification

We are looking for someone who demonstrates the following qualities:

1. **Ability to work independently:** Confident in managing responsibilities with minimal supervision, using initiative and knowing when to seek guidance.
2. **Teamwork:** Able to work collaboratively and maintain positive working relationships with colleagues across the organisation.
3. **Commitment to organisational values:** Willingness to embrace and uphold the organisation's culture, values and ways of working.
4. **Accuracy and efficiency:** Demonstrates strong attention to detail, good organisational skills and the ability to complete tasks accurately and within agreed timescales.

How you'll live our values

EMBRACING	We believe in a society without exclusion. Everyone is welcome at Fight for Peace
CHAMPION	We dedicate ourselves to being the best we can be in everything we do
SOLIDARITY	We work together in unity across our staff, young people and our community
INSPIRING	We aim to inspire those around us and be inspired by them
COURAGE	We work where there is need, and we are proud to stand up for peace

In your corner

- Regular supervision with the Head of Finance, and a team that has your back always.
- Full safeguarding training as you'll be in our youth work setting.
- Team training days and the chance to learn from coaches, mentors and specialists across FFP.
- Employee Assistance Programme
- The use of our fully equipped gym before or after agreed volunteering time

Keeping young people safe

Fight for Peace is committed to safeguarding and promoting the welfare of children, young people and adults at risk, and we expect all staff and volunteers to share that commitment.

This role is a regulated activity with children, so any offer will depend on an enhanced DBS check with a children's barred list check, two satisfactory references, proof of identity and right to work in the UK, and a conversation about any gaps in your employment history.

Because the role involves working with children, it is exempt from the Rehabilitation of Offenders Act 1974. That means we'll ask you to tell us about any unspent convictions, and any spent convictions or cautions that are not protected (filtered) under the DBS filtering rules.

> Having a criminal record won't automatically stop you working with us. Many of our best people bring lived experience of the issues our young people face. We only ask for what we're legally

entitled to know, and we'll look at any record fairly and in context: what it was, how long ago, and how it relates to the role. We use it only to decide whether the role is right for you and whether any extra support or supervision would help, and we keep it strictly confidential.

Everyone is welcome in our gym

We want our team to reflect the young people and communities we work with. We welcome applications from everyone, and particularly from people with lived experience of the issues our young people face, people from Black, Asian and other minoritised communities, and people who live in Newham and the surrounding boroughs.

If anything would make applying easier for you, such as information in a different format, extra time or a different way to apply, contact **Hannah Eghweree** at Hannah@fightforpeace.net. Asking will never count against you.

The Use of AI

We understand the benefits of using AI in work. However, if you are thinking of using AI to support your application, we ask you to think carefully about what value it adds. AI tools tend to lack the personal touch and authenticity we value in candidates. Therefore, we encourage you to showcase your unique knowledge and skills using your own voice.

How to Apply

If you are interested in this opportunity, please submit your CV and a covering letter explaining how your skills, experience and personal qualities meet the requirements of the job description and person specification.

Applications should be sent to **jobs@fightforpeace.net**

Application deadline: 31 December 2026.

Interview dates: Interviews will be conducted as and when we receive applications. Please note that only shortlisted candidates will be contacted.