

Volunteer Role Description

IFCA Branch Finance Coordinator

Overview of Volunteer Role

The branch finance coordinator has responsibility for the day to day management of the branch expenditure in adherence to IFCA's Policy and Procedure on Centralised Branch Accounts. Their main role is ensure compliance with IFCA's financial guidelines and to keep the branch informed of all income & expenditure. The branch finance coordinator does not have sole responsibility for the group's finances; it is up to the Branch Coordinators team as a whole to decide how funds will be raised and spent.

Time Commitment

Branch work can vary month to month but committee volunteers are asked to commit a minimum of two years and at least four hours per month to the role as well as participate in ongoing training from time to time.

Tasks

In conjunction with the rest of the branch volunteers

- Promote IFCA's vision, values, services and membership at all local activities.
- Abide by the guidelines of volunteering and the IFCA Volunteer Policy and Procedures
- Maintain the branch income and expenditure records in conjunction with the branch coordinator and adhere to IFCA's Policy and Procedure on Centralised Branch Accounts. Ensure all branch transactions are transparent and accountable and receipts/invoices are recorded.
- Keep a file of all income receipts/remittance advices, invoices, expense claim forms etc. and submit them monthly to the IFCA office for the monthly reconciliation process
- Budgeting in conjunction with the branch coordinator. Ensure the branch operates and runs activities in line with IFCA's policies, procedure and best practice guidance documents e.g. IFCA Fundraising Policy, IFCA's Policy and Procedure on Centralised Branch Accounts
- Attend a minimum of four branch committee meetings and two members' activities a year.
- Attend ongoing training and supervision with the manager for membership and volunteer.
- Ensure there is a proper handover when retiring from your role.

Essential Competencies Required

- The time to give!
- IFCA member (desirable)
- A genuine interest and passion for the area of foster care

- Beliefs and values that are compatible with those of IFCA
- A willingness to work in the best interests of the IFCA branch, accept and comply with the guidelines of volunteering
- An ability to maintain confidentiality at all times
- An ability to be a good team player, be solution-focused and have good communication and listening skills
- An ability to engage with people in a respectful and non-judgemental manner.

Training & Induction

All branch volunteers will have access to Induction and Team training. Additional role specific or 'on the job' training such as facilitation, communication, IT skills etc. will also be available.

Support & Supervision

Ongoing support and supervision will be provided by the IFCA Membership and Volunteers Manager.

How to Apply?

Please email your expression of interest to volunteer with an IFCA branch to volunteer@ifca.ie. Please detail which role you are interested in. Applicants are welcome from IFCA members in the area of the branch they are applying for.