Volunteer with Special Olympics GB!

Special Olympics Great Britain (SOGB) is a non-profit organisation and largest provider of year-round sports training and athletic competition in summer and winter sports for children and adults of ALL abilities with intellectual disabilities also known as learning disabilities.

At Special Olympics GB, our volunteers are the backbone of our organisation.

Special Olympics GB exists today thanks to the time, energy, commitment and kindness of people just like you who put inclusion into action to make the world a better place.

More than 3,500 dedicated volunteers and coaches across Scotland, England and Wales support and drive the delivery of our sports programmes – enabling the participation in training and competitions for people with intellectual disabilities, all year around.

The Role: Finance Officer

A Special Olympics Finance Officer plays a vital role within each of our clubs and programmes. As a Finance Officer you will have four key responsibilities including, general financial oversight, support funding and fundraising, financial planning and budgeting as well as financial reporting

This is a role that allows the individual to have a real handle on the financial stability and sustainability of a Special Olympic GB club, whilst given the opportunity to assist with fundraising and funding applications to bring in additional funds.

To ensure that you have the help and assistance you need to be successful, you will be provided with direct support by a team of SOGB national office staff. In addition you will have links with volunteers within other clubs and programmes to help build a network of contacts so that you can share ideas and thrive within our network.

If you are an accountant, enjoys working with numbers and have a keen eye for detail then this role is for you. Please take a look at the Person Specification below and the Role Descriptor on the following page.

Person Specification:

- Fully endorse the mission and philosophy, ethos and values of Special Olympics
- Good Level of IT knowledge including MS Office, Email, Excel and/or Google Sheets
- Previous experience in managing budgets
- Previous experience in preparing basic financial reports
- Be able to demonstrate the ability to track the management of income and expenditure
- Previous experience working within Finance (preferred but not essential)
- Be a registered SOGB volunteer
- Minimum of 18 years of age

Special Olympics Great Britain

Time Commitment: 1-4 hours a week (could vary depending on programme)

Venue: Accredited Special Olympics GB (SOGB) Programme

Responsible for: Financial activity within an SOGB Accredited Programme

Duties and Responsibilities:

- To track movement, management and spending of SOGB funds - including training session contributions
- To track payments and delegation fees for SOGB events and competitions
- To budget and forecast correctly to ensure a programme has adequate funds to be sustainable .
- To inspire and lead your athletes and volunteers
- Present yearly accounting reports on the programmes financial position as per the Accreditation process
- Ensure financial compliance with relevant SOGB governance documents including the SOGB Fees Policy.
- Fulfil the applicable requirements as outlined in the SOGB Accreditation agreement on behalf of the programme. Including (but not limited to) settling of membership invoices and providing financial statements as requested by National Office*
- Ensure everyone handling money keeps accurate up to date records and documentation and report to SOGB when required
- Timely payment of SOGB related invoices
- Act as the primary point of contact for the SOGB National Office Accounts Team and be accountable for accreditation fees and athlete nominations fees as per the Special Olympics fee policy.

*Only applicable for SOGB Programmes that use the SOGB Charity Number or hold an SOGB Bank account.

Useful Skills Required:

- Have a understanding of financial reporting
- Good Level of IT knowledge including MS Office, Email, Excel and/or Google Sheets
- Good at managing budgets
- Be able to manage time and deadlines effectively
- Be an active listener and communicator
- Be well organised and have good attention to detail
- Have honesty, integrity and be inclusive in everything that you do

Useful Previous Experience:

- Managing budgets
- Producing basic financial reports (templates are provided)
- Previous experience working within finance (preferred but not essential)
- Have an understanding of the disability sports sector (preferred but not essential)

Essential Requirements:

- Fully endorse the mission, philosophy, ethos and values of Special Olympics
- Be registered as a volunteer through the accredited programme
- Be able to build an inclusive athlete centred approach
- Keep own knowledge and skills up to date.

Development Support:

- Access to training via Special Olympics Learning Portal
- Access to training resources via Sport England Club Matters
- Support via Special Olympics Great Britain staff
- Support via local Special Olympics regions
- Access to training opportunities via SOGB Resources
- Access to future funding opportunities through potential projects such as the Workforce Development Bursary (coming soon)