

Hampshire International Jamboree (HIJ)

Volunteer Role Description: Finance Administrator

About Hampshire International Jamboree (HIJ)

Hampshire International Jamboree (HIJ) is a brand-new international event taking place in the heart of Hampshire in July 2028, bringing together thousands of young people and adult volunteers from across the UK and around the world.

Over an exciting week-long camp, HIJ will offer adventurous activities, creative challenges, international experiences, and a vibrant community atmosphere — creating unforgettable memories for everyone involved.

HIJ is run entirely by volunteers, working together with trusted partners and suppliers to deliver a safe, inclusive, and inspiring jamboree that celebrates the best of Scouting, Guiding, and international friendship.

Purpose of the Role

As a Finance Administrator, you'll help the Head of Finance to plan and manage the jamboree's finances. You'll play a key part in making sure everything runs smoothly — from processing payments to keeping records accurate and up to date — ensuring the event remains transparent, sustainable, and well-managed.

Who We're Looking For

We're recruiting two volunteer Finance Administrators to join our friendly and supportive finance team.

If you have good attention to detail, enjoy working with numbers, or would like to develop your skills in finance, we'd love to hear from you! You don't need to have formal experience — enthusiasm and a willingness to learn are just as important.

What You'll Be Doing

Financial Processing

- Process invoices, credit notes, and expenses accurately and on time.
- Raise and issue invoices when needed.
- Keep the purchase and sales ledgers up to date and make sure everything is approved and reconciled.
- Help manage payments and receipts, including online transactions and bank deposits.

Reconciliations and Reporting

- Reconcile bank accounts, petty cash, and control accounts regularly.
- Help prepare simple financial reports for the finance team and senior leadership.

Administrative Support

- Keep financial records organised and stored securely.
- Support procurement and expense processes.
- Liaise with suppliers, customers, and other team members to resolve queries.

Compliance and Controls

- Follow financial policies and procedures to keep everything compliant.
- Help with audit preparation and respond to queries as needed.

Skills and Qualities

Essential:

- Good with numbers and detail-oriented.
- Well-organised and reliable.
- Good communicator and team player.

Desirable:

- Some knowledge or interest in bookkeeping or finance.

- Experience with spreadsheets (Excel or Google Sheets).
- Familiarity with accounting software (e.g. Xero, Sage, QuickBooks).

Time Commitment

We expect the time commitment to be around **a couple of hours per month** initially, increasing to about **four hours per month** in the year before the jamboree, and more as the event approaches.

You'll:

- Get involved early to help set up systems and processes.
- Support financial activity throughout planning and delivery.
- Be available on a rota during the jamboree week to ensure payments are made and queries handled.
- Help finalise the accounts and close off after the event.

We'll work flexibly around your availability — most tasks can be done remotely.

Reporting To

Head of Finance

What You'll Gain

- The chance to play a vital part in an international event for thousands of young people.
- Real experience in financial administration and event management.
- Opportunities to develop new skills and confidence in a supportive volunteer environment.
- New friendships, a sense of achievement, and memories that will last a lifetime!