

Aphasia Ireland: Account Assistant **(<https://www.activelink.ie/node/107324>)**

Account Assistant

About our organisation

Aphasia is the term for language problems caused by brain damage, such as stroke or traumatic brain injury. Aphasia can make it difficult for people to express their thoughts in words, or to understand what others are saying.

Aphasia Ireland is a registered charity, formed with the sole aim of creating awareness and providing support for people with aphasia and those around them. We strive to empower people with Aphasia to overcome challenges and barriers that stand in the way of a normal happy life. We also wish to help their partners, close family members and carers to successfully support their loved ones living with aphasia. Aphasia Ireland has been set up to do this in the following ways:

- To create awareness of what Aphasia actually is.
- To establish a nationwide network of Support Groups where both sufferers and their carers can benefit from the experience and understanding others
- To keep abreast of the latest developments in the management and treatment of Aphasia and pass that information on.

PLEASE NOTE: One of the rules and regulations of Aphasia Ireland is that any volunteer asking for a reference is obliged to reside in Ireland and to commit for a minimum of 3 months with an 85% meeting attendance and performance rate.

This is a 100% voluntary role and will be carried out entirely on zoom/remotely.

About this role:

Volunteer responsibilities and tasks

- Assist with grant writing and proposal development for government and funding opportunities
- Assisting with the invoice system
- Help with the preparation of accounts
- Income and expense management
- Annual report preparation

What's required

- Excellent communication skills, both verbal and written
- A strong team player
- Strong IT skills
- Organized, detail oriented, and self-motivated
- Ability to research and identify suitable partnership opportunities
- Ability to perform duties in a professional manner Ideally, studied or studying towards a degree in one of the following: PR, Business, Marketing, Event Management, Human Resources, Communications, or other related disciplines
- Non-profit sector experience would be an advantage

Where this role will take place

Remotely/Online

Minimum time commitment is 3 hours weekly, flexible to your needs.

General Information

Contact information: Please email us at volunteer.aphasiaireland@gmail.com (<mailto:volunteer.aphasiaireland@gmail.com>) with your CV.

Closing date for applications: 15/06/2024

Region

Remote / Online

Date Entered/Updated

28th Mar, 2024

Expiry Date

28th May, 2024

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