

Beyond Zero Emissions



Volunteer Position Description

Volunteer Role	Excel Expert Volunteer
Purpose	The Finance Support Volunteer will support our CFO with a project that will facilitate tracking of funding against spend including staff utilisation. Key responsibility for this role is to convert an existing excel template developed at a point in time to a usable, repeatable and highly automated tool.
Skills required	This role is suited to someone who has existing advanced skills in using MS Excel .
Supervision	Supervision and direction for this role is provided by BZE's CFO, Melissa Heyhoe.
Training and support	An online induction will be provided before the volunteer starts this role. BZE's Volunteer Manager is available for any general questions about the role or about volunteering with BZE.
Location	This is a desk-based task that can be completed from home.
Equipment	You will require your own computer and wifi access.
Time commitment	We expect the time commitment to be around 2 hours per day, for 1 - 2 days per week, for an initial period of up to 12 weeks or project completion, whichever comes first.
Health and safety requirements for this role	This role requires extended computer use. BZE can provide advice on setting up an ergonomic workstation if required.
Volunteer benefits	This role offers the opportunity to volunteer with an internationally-recognised climate solutions think tank and join a group of like-minded people who are actively helping plan for a return to a safe climate.
Contact	Madeline Townsend, Volunteer Manager madeline.townsend@bze.org.au