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| **Role Title** | Accounts/Sage Support |
| **Location of position** | GMDT Office, 5, Benjamin House, Morpeth Railway Station, Morpeth, NE61 2SL |
| **Responsible to** | GMDT administration team/Board |
| **Purpose/ summary of role** | To support the Board and office administrators with advice on accounting matters, including our accounting package, Sage. |
| **Time Commitment** | **This is likely to be more ad hoc, advising on accounting issues and practice and helping us make best use of the tools available, including Sage.** |
| **Key Tasks – just examples** | 1. **Reviewing our accounts and advising on any issues or areas for improvement.** 2. **Reviewing our use of Sage, advising on how to use it more efficiently and/or more effectively.** 3. **Helping resolve issues raised by our external accountants** |
| **Training Provided** | **You will know more about these topics than we do.** |
| **Reimbursement of expenses** | **Not provided for this role** |
| **Benefits to volunteer** | **Get to know the staff at GMDT.**  **Understand how the Trust operates**  **Learn how projects are managed at the Trust.**  **Contribute to our effectiveness.** |
| **Application Procedure** | X **Registration Form 🗆 Informal Interview**  **🗆 Reference 🗆 Trial Period** |
| **Contact Information** | **Leanne Baxter or Tracey Brown email them** [**info@gmdt.org**](mailto:info@gmdt.org) |