**Job description**

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| **Job title:** | Cashier | | |
| **Department:** | Visitor Experience | **Contract:** | Part Time, permanent |
| **Reporting To:** | Head of Visitor Experience | **Hours per week:** | 18 hours |

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| **1. Job purpose**  To process the cash received by the Trust from both till sales and donations.  To provide admin support to the finance department. |

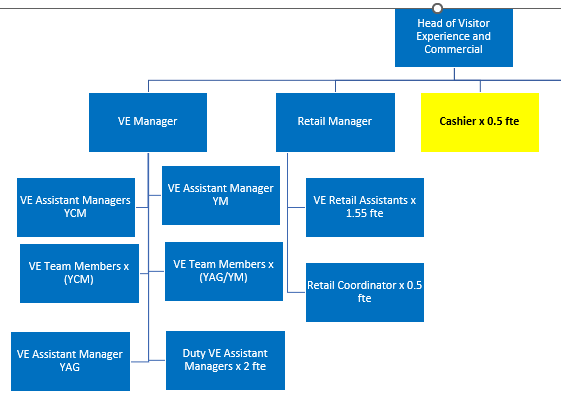
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| **2. Dimensions**  Bank up to £30k of cash from 14 different tills across three sites on a weekly basis  Bank £1.5k-£2k of donations and slot machine income  Perform weekly safe and till checks and order float and change accordingly |

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| **3. Principal accountabilities**   * Count, check and bank cash received by Trust till sales to ensure accurate recording of admissions income * Investigate all discrepancies and ensure they are recorded and reported to enable them to be investigated * Undertake random spot checks on the tills and safes at all sites weekly to prevent fraud * Organise and receive change orders to ensure that each site has adequate change for daily operations. * Collect, record and bank donations and slot machine income monthly in order to accurately record our other income * Make up till and safe floats when required for use by the tills each day   **Other duties**   * Undertake such duties of a similar nature which fall within the job purpose and are consistence with the grading of the post * Actively engage in and contribute to own professional development |

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| **4. Key performance measures**   * Cash is banked weekly at all three sites * Slot machines and donation boxes are banked monthly |

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| **5. Knowledge, skills, experience and behaviours**  **Knowledge**   * Good working knowledge of Microsoft Office, in particular Excel * Knowledge of Finance and EPOS systems * Knowledge of cash handling processes   **Skills**   * Excellent Communication * Excellent Customer Care * Excellent organisational skills and attention to detail * Ability to use initiative and effectively problem solve * Ability to prioritise in a fast moving environment * Excellent numerical and record keeping skills * YMT has a strategic commitment to increasing its digital skill base. The post holder should be able to demonstrate competence in one or more of the following areas:   + Digital recording – e.g. photography, sound, video   + Social networking – e.g. twitter, Facebook   **Experience**   * Working with Finance and EPOS systems * Extensive experience in cash handling   **Behaviours**   * Commitment to equality and diversity and an understanding of how this commitment applies to this role. * Willingness to be a team player * Willingness to lean about and use new technology * Flexible attitude towards performing tasks and providing cover for colleagues * Discretion in working with confidential information |

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| **6. Key relationships**  Finance Team  Visitor Experience |



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| **7. Organisation chart** |