**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 basisBank £1.5k-£2k of donations and slot machine incomePerform 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 TeamVisitor Experience |



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| **7. Organisation chart** |