

Volunteer Role Profile



Volunteer Role	Volunteer Retail Banking Assistant
Volunteer Manager	Head of Retail
Where you will be based	Office

Why we want you

Our hospices provide vital care and support to people with life-limiting illnesses and their families across the local areas. This care is only possible thanks to the incredible efforts of our shops and retail team.

This role will provide support to our Retail Office, ensuring that money from our shops is counted and banked in a timely manner. The time required will need to be one to two mornings per week.

What you will be doing

- Emptying money bags that have been collected from our shops
- Use the machine to sort and count the cash
- Bag up the cash into the correct money bags
- Fill in the relevant information on the paperwork ready for bank processing

The skills you need

- Good attention to detail
- Methodical approach
- Confident in following processes to ensure accuracy
- Flexible approach to make sure all cash is counted and completed

What's in it for you

- Induction and training to be confident in your role
- Reasonable travel expenses can be reimbursed so you are not out of pocket
- Making a difference to a local charity
- Being part of a supportive, friendly team

Disclaimer

We are committed to protecting and keeping you safe. Therefore, we have a comprehensive selection, checking and ongoing management process in place. A Disclosure and Barring check may be necessary for this role, which we will carry out. All mandatory training must be completed, and our policies and procedures complied with.