

Role – Money Counter Volunteer

Arthur Rank Hospice is committed to inclusivity, respect, fairness, engagement and equality of opportunity for our patients and their families, our staff and trustees, our volunteers and our supporters. We value the strength that comes with difference and the positive contribution that diversity brings to our community.

Would you like to apply for this role?

Go to <https://www.arhc.org.uk/join-us/volunteer-opportunities/>, click 'Apply Now'

Aim: To count cash received through donations and trading activities

Reporting to: Finance Accounting Manager and Finance Services Manager

Shifts: Fridays - every 3 weeks

Will this role require a DBS check? No

Is there a minimum age requirement for this role? 17

About the Finance Team

The Finance Team is responsible for a variety of tasks, some you may expect; paying invoices and expenses, managing income, providing management accounts, payroll and pensions, and some you might not! If you'd like to find out more about the Team why not hear how Lynne, our Finance Services Manager, got involved in the Team here: <https://www.arhc.org.uk/supporting-you/personal-stories/detail/lynne-finance-manager/>



Main Responsibilities

- Counting cash received into the Hospice

General Responsibilities

- Use a counting machine to count cash received
- Accurately record cash received onto excel spreadsheet and paper counting slips

Benefits of volunteering in this role

- An opportunity to make a difference and support your local community
- Develop new skills and experiences to add to your CV or University application
- An opportunity to be part of a professional team and contribute to a very worthwhile cause
- Training and induction relevant to the role
- Reasonable out of pocket expenses will be reimbursed

Person Specification

Applicable to all roles	Role Specific
To be non-judgemental, kind and compassionate in all your interactions	Comfortable using excel
To ensure you maintain confidentiality	Has a keen eye for detail and accuracy
To adhere to the boundaries of a volunteer role	
To be proactive in seeking support or supervision when needed	

If you're interested, please apply online <https://www.arhc.org.uk/join-us/volunteer-opportunities/>, for enquiries please email or phone our Voluntary Services Team at volunteer@arhc.org.uk or 01223 675872.

