



Job Title: Weekend Cash Officer

Reference Number: ACC005WEC

Reporting to: Finance Manager

Rate of pay: £9.60 per hour (£9.30 per hour until 31st March 2020)

Position: 10 Hours (October to March), 14 Hours (April - September)

Contract – 12 months with potential for permanent position after 12-months

The purpose of this job description statement is to describe the general nature and level of work to be performed by the employee(s) assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. The Beatles Story reserves the right to revise this job description as necessary but will do so in consultation with the job holder at the appropriate time.

General Summary:

Reports to the Finance Manager. The Weekend Cash Officer will be responsible for the daily reconciliation of all tills, sending the relevant paperwork and liaising with the Finance department. The Weekend Cash Officer will provide an indispensable service to the Finance Department and Commercial Team, underpinning the wider financial stability of The Beatles Story through our robust processes and systems.

Main Duties:

- Reconciling cash and card banking in line with till reports.
- Investigate, report and resolve till errors.
- Reconcile groups and customer vouchers.
- To file documents in an organised, recorded manner.
- To input data entry clearly and in a timely manner.
- To liaise with other departments and the Weekday Cash Officer.
- To maintain our strong relationships with external customers and suppliers.
- To continuously review existing systems and processes, proposing and acting on improvements where necessary.

Person Specification:

- Must have excellent communication skills.
- Must have solid team working skills and the ability to support others.
- Must be able to work to deadlines.
- Must be self-disciplined, organised and efficient, with a flexible and proactive nature.
- Must be experienced in Excel and Microsoft Office packages.
- Must have experience in a cash-handling environment.

How to Apply:

To apply for this role, please include your most recent CV and a Full Covering letter. This should detail your relevant experience and why you would be suitable for this role.

All applications are to be directed to jonquirke@beatlesstory.com – **please ensure that you quote the job reference number for this position.**

Closing Date: 20th March 2020

Job Type: 12-Month contract with potential for permanent position after 12-months