



# shop finance organiser

## **Time Commitment: Minimum 3.5 hours + a week**

Our shops make approximately £2 million a year for our work with disadvantaged children.

We're looking for a well-organised, thorough and numerate volunteer to ensure the smooth running of the shop's finances so that this income can be sustained and maximised.

This is an interesting role that would suit anyone who has experience of accounting as you will be able to monitor the shop's takings and identify areas which are most profitable and ones that need investment so you can make a real difference to the income of your shop.

## **What does the role involve?**

- Completing the shops weekly takings report and sending copies to Head and Regional Offices on a timely basis
- Ensuring all cash, receipts and other documentation are handled correctly
- Being an active member of the shop's management team
- Reporting details of shop expenditure (lighting, heating, telephone etc) and monitoring the shop's profit and loss reports and making recommendations where necessary
- Sharing shop sales figures and targets to inform and motivate fellow volunteers

## **Will the role suit me?**

**Yes,** if you.....

- Are passionate about helping children and making a difference through giving your time
- Enjoy interacting with people and are friendly, enthusiastic and able to encourage others
- Are well organised, flexible and have a good attention to detail
- Are numerate and confident in basic book-keeping activities

## **What will I get out of it?**

- Chance to meet lots of new people
- All the training and support you need
- Opportunity to use your skills to raise money for our work with children world-wide
- Experience in retail and marketing and management
- Challenge of managing finances to help the shop run efficiently and successfully