

Job Description

Position: Cashier

Reports to: Head of Finance

Hours: 15 – 22.5 hours per week (days negotiable)

Salary: £21,334 (pro rata)

Role Summary

The position is to provide an essential cashier and administrative support function to the Hospice Finance Department. Manage the counting and processing of all incoming funds to the Hospice and to ensure donors are recognised and appreciated for their support.

Support other areas of admin when necessary

Main Duties

- Opening of daily post and accepting receipt of donated monies via the agreed process
- Daily counting of monies, reconciliation of receipts and preparation of money ready for banking
- Weekly consolidation of donated monies, weekly banking and reconciliation to weekly reports
- Input of donor information/records/monies onto Donor database.
- Maintain donor records in the Donor database (Donorflex), including communications with Donors
- Preparation of Floats/petty cash – be responsible for actioning these requests and ensuring they are accurately recorded and reconciled
- Have an understanding of Gift Aid and how to record and process donations accurately to meet HMRC Gift Aid guidelines.
- Have an awareness of data protection and be aware of how this impacts daily work
- Ensure that all donations are acknowledged appropriately as agreed with Line Manager
- Work closely with the Fundraising Department and have an awareness of current events and Mailings.
- Assist with other administration functions: Including typing, filing, telephone enquiries etc
- Work together with volunteers. Assist and train them in their role within the department.

Other Responsibilities

- Provide cover for colleagues as required and directed by the Line Manager
- To contribute to close working relationships with all personnel and to help build an open and honest culture that facilitates learning, creativity and excellence.
- To adhere strictly to data protection legislation and best practise guidelines regarding data from donors.
- The post holder will be expected to keep themselves updated with the Hospice policies and procedures.
- Maintain confidentiality and discretion at all times
- Provide a compassionate, friendly, efficient service (NB the post-holder will come into direct contact with patients, relatives, visitors, staff and volunteers).
- To participate in hospice education and training programmes
- Any other duty reasonably assigned by your Line Manager

Additional Notes

- (a) This document is a guideline to the general scope of duties involved and will be reviewed at regular intervals. It is not intended as a rigid inflexible specification.
- (b) The employer shares with the employee the dual responsibility for suggestions to alter the scope and content of this document in order to improve the working situation.
- (c) There is a duty to be aware and adhere to all professional governing body rules and any particular 'Acts' or statutory requirements, which may vary from time to time.
- (d) To attend mandatory training relevant to the post.
- (e) Willow Wood Hospice operates a no smoking policy.
- (f) This post requires a satisfactory standard disclosure from the Disclosure and Barring Service (DBS).

Willow Wood Hospice is a registered charity, not part of the NHS and it costs over £3.3 million to run the Hospice every year. We rely on support from the community of Tameside and Glossop, both through volunteering time and donating money to enable us to continue our existing services.

For this reason, it is expected that all members of staff will also support the fundraising activities of the Hospice. We encourage every staff member to help at, participate in, or support at least two fundraising activities every year. Opportunities to support fundraising activities vary and could include helping at fundraising and shop events, taking part in an event and raising sponsorship or attending cheque presentations. Staff members will be asked as part of their annual appraisal which events they have supported.