



Role – Cash Counting Volunteer

The Cathedral is seeking a Cash Counting Volunteer to support the Chapter of Peterborough Cathedral with ongoing cash handling activities.

Role overview:

The role is based at the Peterborough Cathedral Administration Offices situated in Deanery Mews, in the Cathedral precincts where you will be part of a small, friendly team. This is a varied role and will involve providing cash counting and assistance wherever needed in the Finance Office.

Duties May Include (but are not limited to):

- Cash Counting
- Paying in on behalf of the Cathedral at Barclays Bank
- Entering data accurately into various Excel spreadsheets
- General administration

Experience:

Full training for the role will be provided however, the following experience is essential:

- Computer literate, especially Excel
- Good level of numeracy
- Requires attention to detail
- Able to handle data confidentiality and in compliance with GDPR requirements
- Previous cash handling / office work experience

The successful applicant will need to undergo a basic DBS check, mandatory Safeguarding training, as well as read, understand, agree and abide by certain Cathedral Policies including a Confidentiality Policy.

Hours:

Hours/days to be mutually agreed

**To apply or if you would like an informal discussion re the role please contact
Charlotte Amato-Gauci, Volunteer Coordinator
Email: volunteer.coordinator@peterborough-cathedral.org.uk
Tel: 01733 355315**