

# Finance Volunteer

## Role Description

To assist with record keeping and reconciling income taken through admissions and the museum shop. To work with another person on cash handling following our Financial Code of Practice.



**TIVERTON  
MUSEUM**

of Mid Devon Life



<b>Tasks you could do as a finance volunteer</b>	<ul style="list-style-type: none"><li>• Liaise with Museum Director on all financial matters</li><li>• Reconciling income taken through the till and maintaining accurate electronic records</li><li>• Working with another person on cash handling: preparing cash takings for banking and petty cash management</li></ul>
<b>Benefits</b>	<ul style="list-style-type: none"><li>• Use existing skills, or learn new skills</li><li>• Sense of contributing to a charitable organisation</li><li>• Meeting new people</li><li>• 10% discount in the gift shop</li><li>• Regular volunteer socials</li><li>• A monthly newsletter</li></ul>
<b>Skills required</b>	<ul style="list-style-type: none"><li>• Understanding basic financial systems</li><li>• Experience of using computers</li><li>• Thorough and attention to detail</li><li>• Ability to carry out agreed tasks on your own</li></ul>
<b>Training provided</b>	<p>We welcome potential volunteers to come and shadow a session or two to try it out to start with. Training is given 'on the job' and you will be supported by a supervisor and other members of the team. You will receive an induction to go through policies and procedures.</p>
<b>References</b>	<p>Please note that this role will require two references.</p>

If you are interested in this role and would like to find out more, please email [volunteer@tivertonmuseum.org.uk](mailto:volunteer@tivertonmuseum.org.uk) or phone 01884 256295