

Curdrige Country Show

Cash Office Assistant

Work with the Treasurer leading up to and on show day to ensure the smooth running of the cash office with appropriate volunteers. The tasks involved include:

- Assisting the Treasurer to create and update spreadsheets for use on show-day;
- Assisting with finding volunteers to help in the cash office on show-day if required;
- Setting up and manning the cash office alongside the Treasurer and in coordination with the Show Chair and the Show Coordinator;
- Updating the spreadsheets to record cash income during the Show;
- Assisting with balancing the spreadsheets with the banking directly after the Show.

In order to carry out these tasks effectively, the following attributes are required:

- Good attention to detail;
- Ability to count and record cash accurately;
- Ability to use excel to create and update spreadsheets;
- Work collaboratively as part of a team whilst being able to take the initiative when required;
- Availability to attend the final pre-show committee meeting which usually takes place towards the end of June.

Due to the nature of this role, a basic DBS will be required. We will help you to apply for this once agreement has been reached to take on this role.

The time commitment anticipated for this role is approximately 8 to 10 hours including show-day.