

# SOUTHWARK

## ◆ CATHEDRAL ◆

### Money Counters

Do you enjoy working as part of a team and are looking for a role in the Cathedral?

Money counter volunteers help with the financial administration of Southwark Cathedral by counting, detailing and logging monies from each service/collection.



### What is involved?

- Counting money from regular services, special services, candle alms, visitor boxes, Sunday coffee, music and organ recital donations.
- Detailing all cash/cheques counted for each service/collection.
- Logging separately Gift Aid donations.
- Checking each other's work.
- Logging and detailing foreign money.
- Entering all monies for each service/collection on to a formulated prepared Excel document.
- Prepare money for banking.

### Who we are looking for?

- Someone with the ability to work within a team.
- Excellent counting and communication skills
- **Knowledge of Excel preferred.**

### When

- The money counters meet every fortnight, usually on a Wednesday, but this can be weekly at busy times like Christmas.

### There are lots of benefits to being a Cathedral Volunteer, which includes:

- The opportunity of supporting a place of worship and historic London Landmark.
- Being part of a friendly team
- Invitations to meetings and Cathedral events.
- Discounts in the Cathedral Shop and Café.
- Enhanced listening and communication skills.

## **Support offered**

Ongoing support will be offered by the Finance Officer.

## **Application process**

- New volunteers are asked to complete an application form.
- Invitation to attend an informal chat where potential volunteers will have the opportunity to ask questions.
- References will be requested.
- A recruitment decision will be made and if successful, a start date is agreed.
  
- Existing volunteers to meet with the Finance Officer to discuss the role and ask any questions.

For further information please contact the Volunteer Officer Sharda Rozena on 020 737 6739 or email [Sharda.Rozena@southwark.anglican.org](mailto:Sharda.Rozena@southwark.anglican.org).