

Direct Tel: 0161 876 2068
Email: recruitment@thelowry.com



PRIVATE & CONFIDENTIAL

Dear Sir/Madam,

APPOINTMENT OF CASUAL CASHIER

Thank you for your interest in the above post. Please find enclosed the job description and personal specification for Casual Cashier.

To apply for this position, please complete the application form. Under the Additional Information section please describe how you will apply your knowledge, experience, skills and qualities to fulfil the main duties and responsibilities of the post within a high profile visual and performing arts facility.

The application deadline for this position is Friday 5 January 2018 at 10:00am. Please send your **handwritten** application form to recruitment@thelowry.com or post to Human Resources, The Lowry, Pier 8, Salford Quays, M50 3AZ.

Thank you again for your interest in The Lowry.

Yours faithfully,

Kay Sutton
Human Resources Advisor



JOB DETAILS

Title: Casual Cashier

Responsible to: Financial Administrator

Hours of work: Various mornings may include weekends and bank holidays

JOB PURPOSE

To assist in the provision of an accurate, effective and efficient administrative and cash counting service within the Cashier team.

MAIN DUTIES AND RESPONSIBILITIES

- Create, record and control float bags for issue to all service points.
- Record and reconcile daily credit card transactions per till area.
- Count notes/coins by hand and by weighing machine/coin counting machine.
- Manage and reconcile the supply of change and re-order as necessary.
- Complete banking sheets reporting any discrepancies or adjustments.
- Responsible for complete balance of monies maintained in safe room.
- Promote and comply with legislation and The Lowry's policies on equal opportunities and health and safety both in the delivery of services and the treatment of others
- Responsible for identifying and undertaking training and personal development to meet business needs.
- Fulfil, on occasions, other reasonable duties which may be required to be undertaken in other departments of The Lowry, in order to meet business and customer needs.
- Undertake any other reasonable duties, commensurate with the level of the post so as to ensure the smooth running of The Lowry.

REVIEW ARRANGEMENTS

This job information cannot be all encompassing. It is inevitable over time that the emphasis of the job will change without changing the general character of the job or the level of duties and responsibilities entailed. Consequently, this information will be periodically reviewed, revised and updated in consultation with the post holder to reflect appropriate changes.

CRITERIA	ESSENTIAL	DESIRABLE
SKILLS/ABILITIES	Computer Literate Effective organisational skills Attention to detail Good communication and interpersonal skills	
KNOWLEDGE	Previous knowledge of cash counting more than £30,000 and handling cash in bulk	
QUALIFICATIONS, TRAINING AND EDUCATION	GCSE or equivalent in Maths and English Language	
EXPERIENCE	Experience of cash counting in bulk, reconciliations of credit cards to till reports and banking of monies. Experience of using Microsoft Office	Experience of using a coin counting machine and note weighing machine.

OTHER REQUIREMENTS

A flexible and adaptable approach to fulfilling the duties of the post