



Staff Role Description

FINANCE ADMINISTRATOR

26th July to 2nd August 2008

www.essexscouts.org.uk/jamboree

Department:	No. Posts Avail:	Ref:
RETAIL	1	RET/ADM/FA

Brief Role Description:

To manage the budget of the Retail Department effectively

Duties:

- Ensure that the department stays within their budget
- To manage the cash flow
- To keep accurate records of the cash flow as per the direction of the Jamboree Treasurer

Responsible To:

- Head of Department

Staff Responsibility For:

- None

Internal Department Liaison:

- Deputy Heads of Department
- Team Leaders

External Department Liaison:

- Jamboree Treasurer

Experience:

- Experience of handling and recording cash flow

Qualifications:

- A pre and post Jamboree commitment is essential.
- A member of either the Scout or Girlguiding Association or a willingness to join either.
- A completed and cleared CRB (Criminal Records Bureau) check where relevant

