

# Job Description

## Cash Counting Officer

(1 x 9 hours part time)

### Parking Services

Role Structure	Role Details
Directorate:	Economy & Environment
Grade:	HC03
Location:	Town Hall
Responsible to:	Stuart Cripps

#### Main purpose of the role

The counting, bagging up and reconciliation of cash that has been collected from the councils parking payment machines in accordance with training, procedures and experience.

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> <li>Acknowledging safe receipt of the cash boxes</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>Operating cash counting machines to count the cash, to include the replenishment of consumables such as cash bags and till rolls as required.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>Accurately recording the value of cash detailed on the parking audit tickets and from the counting machine and calculating any variance.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>Reconciliation of the cash amounts to ensure that they balance at the end of each day.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>Recording and reporting of any cash discrepancies and to investigate where appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>Ensure the safe uplift of bagged cash to the bank in accordance with council procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>



Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> <li>Electronically providing the finance team with the reconciled amounts by scanning and emailing completed paperwork.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>Maintaining a record of stock levels such as the cash bags, associated paperwork and till rolls and re-order when required.</li> </ul>	<ul style="list-style-type: none"> <li>Monthly</li> </ul>
<ul style="list-style-type: none"> <li>Safe storage of cash bags in the safe / strong room.</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>Ensuring the cash counting room is kept secure and locked and the keys are stored in accordance with policy.</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>
<ul style="list-style-type: none"> <li>The reporting of any faults to the cash counting machines.</li> </ul>	<ul style="list-style-type: none"> <li>As required</li> </ul>
<ul style="list-style-type: none"> <li>To comply with the Council's various policies and procedures such as Health &amp; Safety, Equal Opportunities and the Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>Daily</li> </ul>



## Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
<b>Qualifications and Training</b>		
<ul style="list-style-type: none"> <li>No formal qualifications but must be able to accurately record and reconcile income figures.</li> </ul>	Essential	A, I
<b>Experience &amp; Knowledge</b>		
<ul style="list-style-type: none"> <li>Experience of cash handling.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Keeping accurate financial records</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Experience of using Microsoft Office applications</li> </ul>	Essential	A, I
<b>Skills and Abilities</b>		
<ul style="list-style-type: none"> <li>GCSE C or above in English and Maths or equivalent</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Ability to lift and manoeuvre heavy items.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Operate a cash counting machine replenishing the bags as required.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Be able to work under own initiative and as part of a team.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>The ability to work to a high level of accuracy and prioritise tasks</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Basic computer skills</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Ability to record and keep accurate written records</li> </ul>	Essential	A, I



Requirements	Essential or Desirable	Identified by A – Application I – Interview
<ul style="list-style-type: none"> <li>Ability to follow safe systems of work</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Experience with using Microsoft Word and Excel</li> </ul>	Essential	A, I
<b>Other Factors</b> <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate),</i>		
<ul style="list-style-type: none"> <li>Required to work occasional weekends and Bank Holidays.</li> </ul>	Essential	A
<ul style="list-style-type: none"> <li>Will need to be able to repeatedly lift heavy cash boxes, tip them into a counting machine and be on their feet for most of their shift.</li> </ul>	Essential	A, I
<ul style="list-style-type: none"> <li>Will need to be able to repeatedly squat down to replace the cash bags on the counting machine.</li> </ul>	Essential	A, I

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

## Our Values and Behaviours

The council's THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. They help us to achieve our Council Plan vision "do our best for Herefordshire" acting as our DNA and the "way that we do things around here". We expect all colleagues to act as a role model by living our values and setting an example for others. Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

**Trust** - Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.



truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

**Responsibility** - Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

**Inclusivity** - Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

**Value** - Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

**Empathy** - Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

