



Retail Finance Manager, Retail Team

We are looking to appoint a Retail Finance Manager for Peak 2020, it should be noted that the post of Retail Finance Manager will not end until the earliest 31.12.2020 due to the amount of work required post camp.

The role will include, but not exclusively the following essential duties and responsibilities: -

- The Retail Team will provide commercial services to provide a minimal surplus, to help fund and support the provision of activities to enhance the experience for the young people.
- Manage the delivery of the Retail Finance operation including staffing of your team.
- Maintain compliance with health, safety and hygiene policies and procedures.
- Attend Retail Team meetings prior to camp and provide regular progress and update reports.
- Assist the Retail Director in recruiting and appointing a Team Deputy.
- Work fully in conjunction with your Team Deputy to ensure delivery of the Retail Finance Team taking into consideration either party being unable to fulfill their role before or during camp.
- Whilst some expenses are inevitable and acceptable Team Managers are asked to proactively manage these as they are off-set against any surplus we are aiming to provide.

Previous Experience Requirements: -

- The Retail Finance Manager should have experience in managing and working with volunteers, ideally within Scouting or Guiding or other similar voluntary organisations.
- The Retail Finance Manager should ideally have experience of large scale Scouting or Guiding events, either as a participant or staff member.
- Direct experience relevant to the role would be advantageous.

Specific Role Description: -

- Create a team structure in agreement with the Retail Director.
- Complete any specific training requirements which are identified as being appropriate to your role.
- Put in place, manage and direct rotas and staffing levels during camp.
- Ensure team members complete any relevant required training.
- Ensure that there are relevant team members available before, during and after camp for setting up, running and clearing away the Retail Finance operation and Retail Team as a whole.

- Recruit and build your team (via the Peak recruitment process) prior to camp.
- Create good, regular lines of communication with your team before, during and after camp; disseminating information and dealing with team member queries promptly.
- Hold regular team meetings, reporting back to the Retail Director and Retail Team meetings.
- Management and security of cash in line with Retail Team finance procedures.
- Create detailed lists of all equipment required.
- Source any specialised equipment which cannot be procured through Camp Quarter Master/Site Services.
- Preparation and distribution of cash floats and collection of cash from Retail outlets.
- Work closely with the Camp Finance Team.
- Collation of sales figures.
- Management of and advising other Retail Team Managers in relation to surplus margins.
- Creating financial reports following camp.

These positions will be advertised, interviewed for and appointed in line with Peak 2020 policy

The appointees will be directly responsible to the Retail Director

These roles may be adapted as the needs of the Retail Team evolve over the next two years

If you have any questions before applying please feel free to contact Adrian Jones, Retail Director – adrian.jones@peakcamp.org.uk Closing Date 31.08.2018

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