



Kent International Jamboree 2025

Volunteer Vacancy Pack

Role Title:

Finance team member

Reporting to:

Neil Gearing (Head of Finance)

Role Description:

Work closely with County office team to record all income (in both, KIJ booking site & County records).

Work closely with County office team to record all payments (in both, KIJ records & County ledgers)

Work closely with County office team to arrange purchase of equipment.

Liaise with attendees regarding unpaid fees as per deadlines.

Ensure cash is securely stored on site and banked regularly.

Assist 'staffing' the finance desk during KIJ.

Be available for KIJ planning meetings in 2024.

Be willing to be a 'user' on bank account - to set-up payments.

Undertake bank reconciliations regularly.

Essential Requirements:

IT skills email & excel, mainly.

Have good customer relationship skills.

Work well under pressure.

Be onsite for some, or all of KIJ – especially Day one and final day.

Humour 😊

If this role is of interest to you and you wish to apply, then please complete the form found at <https://www.kij.org.uk/>

