**Job profile**

*Job title:* **Accountant**

*Job goal:* To oversee the money-handling process and calculate the Book Fair takings

*Positions available:* Two [Change this to meet the needs of your school]

*Key responsibilities:*

* Work out the float and different coins/notes needed at the Book Fair to be able to give customers the correct change
* Liaise with Customer Service Assistants to ensure that all sales, order and payment information is accurately recorded
* Calculate the daily takings at the Book Fair by counting up the sales and order records and cross-checking with the actual takings
* Communicate the daily and final takings to Advertising Specialists so that they can update the goal chart to show your progress
* Work out how many free books the school has earned by completing the cash report form on Book Fairs’ website *after* the Book Fair has been collected and all customer orders placed

*Skills and qualities required:*

* Confident working with numbers and handling money
* A methodical and responsible approach to recording details
* Attention to detail