



Relay For Life Accounting Chair Role Profile

Why we need you

Cancer Research UK is seeking a committed individual to take on the exciting role of managing the accounts for a Relay For Life event in your area.

Cancer Research UK Relay For Life celebrates the power of community fundraising in the fight to beat cancer. Teams of friends and family fundraise for life-saving research, then unite as a community to honour everyone who has been affected by cancer and celebrate the progress made in research.

The event is focused on a relay where team members take turns completing an activity, whether that be walking laps of a track, through a park or some other challenge, to show that step by step, we're beating cancer. Every Relay For Life includes games and music from local performers, and a Candle of Hope ceremony to give us a moment to reflect and honour everyone affected by cancer.

It's crucial to the smooth running of the Relay that all Cancer Research UK accounting practices are followed, and we have a duty to ensure that all money is handled responsibly. A motivated and organised Accounting Chair can make an enormous difference to a Relay and to the amount of income from each event e.g. effective and accurate accounting can result in extra money in the fight against cancer from Gift Aid.

What will I be doing?

- Banking and acknowledging donations and keeping accurate financial records.
- Liaising with the Event Chair to ensure any expenditure by fellow committee members is reasonable and taking a co-ordinated approach to ensure your Relay does not exceed its expenditure/investment allowance.
- Selling in the benefits of online giving to participants, via the Team Chair.
- Keeping track of the members in each team and how much they (individually and as a team) have raised before the Relay. Some of the money raised by

teams will be collected before the event on special Bank Nights and you'll be responsible for coordinating these.

- Awarding incentives.
- Checking in the teams at the registration desk on the day of your Relay.
- Arranging a secure area to count and keep money at the Relay and receipting and accounting for any donations made on the day.
- The fun part – announcing the top fundraisers (team and individual) and awarding them prizes at the end of the Relay.
- Reporting to Cancer Research UK at required times throughout the year.

What skills do I need?

- Experience of cash handling and accountancy is highly desirable.
- You'll need to be organised and able to complete Cancer Research UK accounting documents accurately and thoroughly.
- You'll need to have a calm approach and be willing to recruit others to help you with the counting.
- IT skills are desirable as you'll be required to use the online fundraising platform to see details of donations.

How much time do I need to commit?

Your role will probably start in earnest about 6–9 months before the Relay, although you'll be expected to attend Relay committee meetings all year round (these are usually monthly and then weekly as the event gets closer).

Teams raise the majority of their money for Cancer Research UK via their online fundraising pages. Any physical cash can be handed to the Accounting Chair, along with a donation form, during any Team Nights throughout the year. You will be expected to bank regularly to Cancer Research UK and maintain accurate records every time money is paid into your Relay or expenditure is taken out. You'll also be expected to attend the Relay to process and bank additional donations.

What support will I be given?

You will be part of a dynamic and supportive Relay committee. The committee will be supported by a Relationship Manager (a local Cancer Research UK representative). Your Relationship Manager will provide you with guidance, templates and resources (such as forms and spreadsheets) to support you in recording the information required by Cancer Research UK. They will be able to advise you on any accounting matters and answer your questions.

What benefits can I expect?

As the Accounting Chair for your Relay, you'll use your existing skillset, as well as develop new skills and experience, to support your community to fight cancer. You'll

play a major part in ensuring that money raised to beat cancer is accounted for accurately, which can be extremely rewarding. The Relay itself is also a lot of fun and a great way to meet and make friends with people in your community!

Where will I be based?

Most of the accounting tasks can be completed from home, although attending committee meetings and collecting money on team nights will require being 'out and about' in the community. You will also be required to attend the event on the day.

Every Relay, every team, every Survivor and every pound raised is helping bring about a world where everybody lives longer, better lives free from the fear of cancer.