

**NATIONAL RAILWAY MUSEUM, YORK  
FINANCE ARCHIVES VOLUNTEER  
ROLE DESCRIPTION**

<b>Title:</b>	Finance Archives Volunteer
<b>Department:</b>	Finance North
<b>Reports to:</b>	Finance Office Manager (Claire Castle)
<b>Days:</b>	1 day per week (Tuesday to Friday)
<b>Shift:</b>	9.00-12.00
<b>Purpose of the Role:</b>	To log all financial archive boxes stored in the Portakabin onto MIMSY.
<b>Role context:</b>	<p>The National Museum of Science &amp; Industry comprises the Science Museum (SM), London, the National Railway Museum (NRM), York and the National Media Museum (NMeM) in Bradford. It is the world's pre-eminent museum in the field of science, technology, industry and medicine, serving some three million people annually. The Museum is governed by a Board of Trustees, appointed by the Prime Minister, and is funded by grant-in-aid through the Department of National Heritage.</p> <p>The NRM's small Financial Team requires assistance in logging seven year's worth of financial archive boxes onto MIMSY. The project is ongoing, with the eventual aim being to send the whole archive to Wroughton for off-site storage.</p>
<b>Dimensions of the Role:</b>	Responsibility for staff: Nil Responsibility for budgets: Nil
<b>Responsibilities:</b>	Ensure information being inputted is accurate Reliable Ensure material of a sensitive nature is kept secure
<b>Training:</b>	General Induction Departmental Induction H&S training Rail Safety
<b>Candidate Specifications:</b>	<b>Must:</b> Be computer literate Be able to work as part of a team Able to work unsupervised Flexible <b>May:</b> Have an understanding of Excel Experience of working in an administrative environment Experience of working with sensitive information