

Volunteer Role Profile



Volunteer Role	Retail Internal Auditor Volunteer
Volunteer Manager	Retail Internal Auditor
Where you will be based	Other

Why we want you

We are looking for volunteers who have a background in audit or retail management, (preferably both) to help Oxfam by planning, organising and carrying out retail audits to identify control weaknesses and potential fraudulent activity within our shops in your area.

We will give you the training and support you need to get started and get you integrated as part of the team.

Please note the time spent auditing the shops can be up to eight hours.

What you will be doing

- Plan, organise and carry out audits
- Document findings and distribute to stakeholders
- To make recommendations on processes and best practice
- Report concerns of malpractice/theft to Loss Prevention

The skills you need

- An ability to gather, analyse and evaluate facts and to prepare written reports
- Basic numeracy skills
- An understanding of high street retail processes would be an advantage
- Experience planning and executing audits
- An ability to establish and retain effective working relations with shop teams and to communicate clearly and efficiently, both orally and written
- An ability to volunteer unsupervised
- An ability to travel within an agreed area
- Experience of fraudulent investigations would be an advantage
- Experience using Microsoft 365

What's in it for you

- Ongoing training and support
- Lunch and travel expenses
- Opportunity to develop skills
- Greater knowledge of key retail processes
- A chance to work with like-minded individuals whose aim it is to end

poverty and suffering

Disclaimer

We need one reference and proof of ID for all volunteers and ask you to sign up to Oxfam's Code of Conduct.