



JOB DESCRIPTION - CASHIER

JOB ROLE	CASHIER
JOB DESIGNATION	OFFICER 2 – 4/ STAFF 2 & 3
CATEGORY OF STAFF	CONTRACT
DEPARTMENT	FINANCE
LOCATION	
JOB OBJECTIVES/PURPOSE	
To ensure accurate reporting of company's financial transactions and effective management of the company's financial resources.	
DIRECT REPORT (S)	REVENUE MANAGER
INDIRECT REPORT (IF ANY)	DISTRICT FINANCE OFFICER (DFO)

SN	DUTIES AND RESPONSIBILITIES
1.	Handle all the cash transaction with customer on behalf of the Company
2.	Receive payment by cash, cheques, ATM and issuing of receipts at all times.
3.	Ensure all equipment are kept properly
4.	Pleasantly deal with customers to ensure satisfaction
5.	Providing training and assistance to newly joined cashiers
6.	Maintaining monthly, weekly and daily report of transactions.
7.	Keep periodic balance sheets of amounts and numbers of transactions.
8.	Sort, count, wrap currency and balance cash drawer at end of work
9.	Classify cash collected into MD, MAJOR & NON MD payments.
10.	Maintains safe and clean working environment by complying with procedures, rules, and regulations.
11.	Keep records of amounts received and paid, and regularly check the cash against the record.
12.	Ensure customers are promptly attended to and reduce waiting period on the queue.
13.	Collate records of cash payments in readiness for disbursement.
14.	Carry out balance takings against registered records

SN.	SKILLS	COMPETENCIES
1.	Money handling	Attention to detail
2.	Basic accounting	Good interpersonal relations skills

3.	Book keeping	Communication (written and verbal)
4.	Cash management	Ability to operate cash machines, POS terminals
5.	Knowledge of Accounting policies and processes	Remaining calm under pressure and with varied customer disposition.
6.		Accuracy
7.		Integrity & Accountability
8.		Numerical and analytical skills
9.		Compliance
10		Interpersonal

SN.	KEY PERFORMANCE METRICS
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

JOB REQUIREMENT (State clearly Minimum Qualification required for each)	
EDUCATION	WASSCE, OND in any discipline
CERTIFICATION(S)	
YEARS OF EXPERIENCE	

I understand the roles and responsibilities of this position and accept the performance indicators.

Employee's Name:

Signature & Date /... /.....

Supervisor's Name:.....

Signature & Date /... /.....