

---

## AT01500 CASHIER

Level 4

---

### Reports to (Hierarchical)

Financial Coordinator, Project Fin/HR Manager

### Reports to (Functional)

Financial Coordinator

### Job Family

HR & FIN

---

### Main Purpose

Performing cash transactions, verifying supporting documentation, and maintaining records according to **MSF** standards and local finance policies.

---

### Accountabilities

- Controlling and monitoring cash payments from the cashbox and coding and recording cash transactions in the daily cashbook or accounting system,
  - Performing daily cash counts and investigating any discrepancies
  - Following-up on cash advances and ensuring they are duly settled
  - Carrying out transfer requests between cash and safe box
  - Checking the validity of invoices, approval signatories, and correctness of account codes
  - Performing currency exchange operations when required.
  - Assisting with the preparation of salary payments as required .
  - Performing monthly reconciliations before closing the monthly accounts, managing bank reconciliations and monthly bank statements if applicable.
- 

### Education

Qualifications or professional diploma in administration / accounting.

---

### Experience

Experience in accounting (minimum 1 year).

---

## Languages

Mission and local language essential.

---

## Knowledge

Essential computer literacy (word, excel)

---

## Competencies

- Results and Quality Orientation **L1**
- Teamwork and Cooperation **L1**
- Behavioural Flexibility **L1**
- Commitment to MSF Principles **L1**
- Service and Orientation **L1**
- Cross-cultural Awareness **L2**

---

Generated at 2024-09-20 18:48:52 +0000