



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.
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Education

Qualifications or professional diploma in administration / accounting.

Experience

Experience in accounting (minimum 1 year).

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