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## AT01500 CASHIER

Level 4

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### Reports to (Hierarchical)

Financial Coordinator, Project Fin/HR Manager

### Reports to (Functional)

Financial Coordinator

### Job Family

HR & FIN

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### Main Purpose

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

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### 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.

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### Experience

Experience in accounting (minimum 1 year).

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**Languages**

Mission and local language essential.

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**Knowledge**

Essential computer literacy (word, excel)

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**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**

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