

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**

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