|  |  |
| --- | --- |
| **Title:**  | CASHIER |
| **Generic Function:**  |  |
| **Code:** | AT01500 |
| **Level:** | 4 | **(E)** |

|  |
| --- |
| **Position in the Organization** |
|  |  |
| **Reports to (Hierarchical):** |  Financial Coordinator, Project Fin/HR Manager |
| **Reports to (Functional):** | Financial Coordinator |
| **Job Family:** | HR & FIN |
| **Supervises (Function):** |  |

|  |
| --- |
| **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.
 |

|  |
| --- |
| **MSF Section/Context Specific Accountabilities** |
|  |
|  |

|  |
| --- |
| **Requirements** |
|  |  |
| **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**
 |

This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

|  |  |
| --- | --- |
| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**