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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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Generated at 2025-05-17 08:33:19 +0000

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