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).

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