

Cashier			
Job Title		Cashier	
Division		Finance	
Department		Finance	
Section		Finance	
Location	IBU-UAE	Direct Reports	
Reports To	Manager-Finance	Version Number	1
External Relations	Customers	Guide Number	
Internal Relations	Operations, Sales	Job Code	

### Basic Function

Maintaining and keeping all the records related to COD and other collection transactions, deposit & collection reconciliation reports and duty & taxes invoices. Fully understand, drive and promote SMSA vision, culture and values.

### KEY Responsibilities

#### Core

- Receiving cash, checks and COD amount collected by couriers on daily basis.
- Updating SPANEL with COD collection and floating the cash in SPANEL against each delivered AWB on daily basis.
- Depositing COD amount in Cash Machine immediately and issue a receipt as proof to couriers.
- Submitting SPANEL and COD cash deposit reconciliation to DXB HO team on same business day.
- Ensuring that cash & checks collected other than COD is transferred to DXB HO on same business day.
- Submitting cash & checks collection report to DXB HO team and highlight any discrepancies, on same business day.
- Ensure that all the customer collections are supported with receipt and other necessary documents.
- Booking all kinds of customer collections receipt entries in financial system and apply the same correctly against invoices on daily basis.
- Paying the approved payments to suppliers or COD after getting the approvals as special cases.
- Booking all the PC expenses and payments in Financial system on regular basis.
- Preparing all required CPVs and ensure attaching all the required documents and getting the required approvals for proceeding.
- Following up with couriers for COD relating to delivered shipments and escalating the unsettled items in time.
- Generating and posting all duty & taxes invoices on daily basis in financial system and forwarding the invoice to Operations team on same business day.
- Ensuring collection against DDU shipments and applying the same correctly against invoices raised on daily basis.

- Administering the filling process and ensure that the file register is accurate and maintained as per SMSA requirement.
- Perform & assist in adhoc and special assignments as and when required.

## General

- Coordination, timely follow up and communication with external and internal customer to resolve the issues.
- Maintaining a high level of integrity while handling company monies and accuracy with regards to all the company financial transactions.
- Ensure that overall department and SMSA Corporate goals are meet.

## EHS

- Understand and adhere to the company's environmental and safety policies.
- Regularly attend safety training and awareness sessions.
- Always use personal protective equipment (PPE) where required.
- Immediately report any environmental or safety concerns.
- Actively participate in emergency drills and respond as trained.
- Be aware and comply with all legal requirements related to environmental health and safety.
- Encourage colleagues to adopt safe and environmentally friendly practices

## Competencies - Professional and Technical

### Behavioral Competencies

Adaptability	Level 3
Communication	Level 2
Conflict Management	Level 2
Initiative	Level 2
Planning & Organizing	Level 2
Teamwork	Level 3

### Technical Competencies

Compliance Management Knowledge	Intermediate
Database Management Knowledge	Intermediate
Learning & Development Knowledge	Intermediate
Local Regulations Compliance Knowledge	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	Intermediate

### Competencies – EHS

Knowledge of basic environment health and safety requirements  
 EHS corporate objectives awareness  
 Awareness of EHS requirements in the QEHS management systems  
 Have attended EHS awareness training (if applicable)  
 Awareness of Environment Health Safety incident reporting

### Organizational Competencies

Beginner

\*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)

### Decision Making

### Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

### Qualification : Education and Experience

Diploma (Preferred specialization in their field of work) at least Two (2) years of relevant work experience, 2 years of which should be in Level-04 capacity, preferably in the same industry.

or

Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position

or

Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 position

\*Note: Industry Experience wherever its applicable

Date Of Release

<b>Prepared By:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>	<b>Endorsed by:</b>
<b>Updated by:</b>	<b>Date:</b>	<b>Approved by:</b>	<b>Date:</b>
<b>Employee Name:</b>			

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

<b>Signature:</b>	<b>Date:</b>