

## Cashier - Finance Accounting

Job Title	Cashier		
Division	Finance and Procurement Division		
Department	Finance Department		
Section	Finance Accounting		
Location		Direct Reports	
Reports To	Accountant Supervisor	Version Number	1
External Relations		Guide Number	6984
Internal Relations		Job Code	

### Basic Function

Receiving daily collections from couriers and SSC (SMSA Service Center) employees, bank related transactions, petty cash voucher disbursement and cash management, issuance and control of petty cash vouchers/fuel book. Fully understand, drive and promote SMSA vision, culture and values.

### KEY Responsibilities

#### Core

- Receiving collection both cash and cheques from Couriers/bill collectors/ SSC (SMSA Service Center) staff.
- Segregating AR/Customs duty/Cash sales/Sts Cash sales/other (insurance, RPI) collection and preparing daily collection summary.
- Ensuring daily deposit in the Bank.
- Deposit the collection in bank for each type of account
- Follow up and coordinate bank guarantees.
- Ensuring proper invoice wise break up and other details such as Cash sales/Customs duty/AR/RPI/Insurance etc, clearly mentioned on the receipt voucher.
- Checking receipt books and ensuring there is no delay in remitting the money by couriers/bill collectors and s staff.
- Accept vouchers and disburse to staff.
- Issuing petty cash voucher.
- Ensuring petty cash replenishment requested on time.
- Ensuring daily cash tally register is maintained and original is submitted to Supervisor/Finance Manager on a daily basis.
- Ensuring petty cash fund is managed properly and no advance is given from petty cash without proper approval.
- Ensuring cash sales are not utilized for petty cash purposes.
- Releasing payments to staff for leave salaries, Overtime, Bonus incentives, final Benefits etc.
- Releasing payments to various customers for claims settlements.

- Releasing payments to vendors.
- Keeping complete filing system for deposit slips and other released payments.
- Issuance and control of Gasoline books.
- Controlling Petty cash voucher books.
- Monitoring stock of receipt /Fuel /Petty cash books and forwarding request for new stock.
- Perform other assignments as required.
- Collection of refund cheques

### General

- Coordinate with related department to solve any issues

### EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Actively participates in the development and implementation of EHS objectives & programs
- Participates in the emergency response plan
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs

### Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

## Competencies - Professional and Technical

### Behavioral Competencies

Adaptability	Level 2
Communication	Level 2
Creative Thinking	Level 1
Teamwork	Level 2

### Technical Competencies

Bank / Cash Operations Knowledge	Intermediate
Knowledge in Accounts Management	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

Prepared By:	Reviewed by:	Approved by:	Endorsed by:

<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>