

Cashier			
Job Title	Cashier		
Division	Finance & Purchase		
Department	Finance & Purchase		
Section	Finance & Purchase		
Location	IBU-Egypt	Direct Reports	
Reports To	Chief Accountant	Version Number	1
External Relations	Banks	Guide Number	
Internal Relations	All Employees/Departments	Job Code	

#### Basic Function

Maintaining and keeping all the records related to payment and collection transactions, petty cash transactions, occasionally, and monthly reports.

#### KEY Responsibilities

##### Core

- Daily receiving of all AR collection RVs.
- Daily receiving & booking of all COD collection RVs in Spanel.
- Daily receiving of all Cash Sales collection RVs.
- Daily receiving of all inbound clearance invoices collection RVs.
- Disbursing the expense claims after getting the proper approvals.
- Booking all required CPVs and ensuring attaching all the required documents and getting the required approvals for proceeding.
- Daily depositing of all collections in the bank deposit account and issuing the proper BPV.
- Participating in sending all the CBV & BPV files to KSA finance for auditing.
- Keeping and filling all records according to the file register.
- Perform other assignments as required.

##### General

- Coordinate with other departments to solve any issues.

##### 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 Competencie

Communication	Level 3
Initiative	Level 3
Planning & Organizing	Level 3

### Technical Competencie

MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
Payment Collection and Remittance Management 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
<i>*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)</i>

### Decision Making

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### Key Performance Indicators (KPIs)

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