

Cashier - Finance Accounting

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

Basic Function

Handling daily collections from couriers' staff and SSC (SMSA Service Center) employees, bank related transactions, petty cash disbursement and cash management, issuance, and control of petty cash vouchers. 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 collection both cash and POS from Couriers staff.
- Updating SPANEL with COD collection and floating the cash in SPANEL against each delivered AWB on daily basis.
- Segregating AR/Customs duty/Cash sales/STS Cash sales/COD/others collection and preparing daily collection summary.
- Deposit the collection in the bank for each type of account daily.
- Following up with couriers for COD relating to delivered shipments and escalating the unsettled items in time.
- Ensuring daily cash tally register is maintained and original is submitted to Supervisor/Finance Manager on daily basis and highlighting any discrepancies, on same business day.
- Submitting SPANEL and COD cash deposit reconciliation to Supervisor/Finance Manager on same business day.
- Daily Tahseel collection reconciliation with Tahseel wallet reports
- Ensuring petty cash replenishment requested on time after the approval.
- Ensuring petty cash fund is managed properly and no advance is given from petty cash without proper approval.
- Ensuring COD cash is not utilized for petty cash purposes.
- Submitting weekly COD collection reports including Intercompany (SMSA).
- Releasing payments to various customers for claims settlements as per approval.
- Releasing payments to cash venders.

- Booking all kinds of customer collections receipt entries in financial system and apply the same correctly against invoices on daily basis.
- Booking all the PC expenses and payments in financial system on regular basis.
- Preparing all required CPVs and ensuring attaching all the required documents and getting the required approvals for proceeding.
- Daily allocation of petty cash payment and reconciliation.
- Keeping complete filing system for deposit slips and other released payments and ensuring that the file register is accurate and maintained as per SMSA requirement.
- Monitoring stock of receipt /Petty cash books and forwarding request for new stock.
- Perform & assist in ad-hoc and special assignments as and when required.

General

- Coordination, timely follow up and communication with external and internal customers to resolve the issues related to customers.
- 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 organization goals are met.
- Good communication with the customer.

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
Teamwork	Level 3

Technical Competencie

Accounting and Reporting Knowledge	Beginner
Knowledge in Accounts Management	Beginner
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Beginner

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

Intermediate

**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

Bachelor's Degree (Preferred specialization in their field of work).(Those in finance/ accounting jobs must be a CPA or equivalent. & or Any specialized positions like Pharmacist, Brand Advisor etc. must have degree in their specific field), Post graduate degree an advantage. At least four (4) years of relevant work experience, 2 years of which should be in Supervisory capacity, preferably in the same industry.

or

Diploma, certificate courses with over 4 years industry experience of which at least 2 years has been in Level-05 position

or

Diploma, certificate courses with over 5 years industry experience of which at least 2 years has been in Level-04 position

**Note: Industry Experience wherever its applicable*

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:
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Employee Name:

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.

Signature:	Date: