Job Description

Title: Cashier

Unit: Project

Reports to: Asst. Emergency Management Officer, Finance Controller

Location: Dacope, Koyra Sub District in Khulna

ABOUT ADRA:

The Adventist Development and Relief Agency is a global humanitarian organization of the Seventh-day Adventist Church that demonstrates God's love and compassion. ADRA works with people in poverty and distress to create just and positive change through empowering partnerships and responsible action.

SUMMARY:

Cashier will be working with unique team at project areas. He/she will facilitate the payment in the field and responsible for the management of petty cash. Cashier's has to maintain a good relation with bank and financial people of bank. To serve the position cashier has to check the bill vouchers which will come from fields. Assist accountant for smooth finance activity also the responsibly of cashier.

KEY COMPETENCIES:

- **Applying Expertise and Technology** - Applies specialist and detailed technical expertise; uses technology to achieve work objectives; develops job knowledge and expertise (theoretical and practical) through continual professional development; demonstrates an understanding of different ADRA departments and functions.
- **Writing and Reporting** - Writes convincingly; writes clearly, succinctly and correctly; avoids the unnecessary use of jargon or complicated language; writes in a well-structured and logical way; structures information to meet the needs and understanding of the intended audience
- **Analyzing** – Analyzes numerical data and all other sources of information, to break them into component parts, patterns and relationships; probes for further information or greater understanding of a problem; makes rational judgments from the available information and analysis; demonstrates an understanding of how one issue may be a part of a much larger system.
- **Following Instructions and Procedures** - Not unnecessarily challenging authority; follows procedures and policies; keeps to schedules; arrives punctually for work and meetings; demonstrates commitment to ADRA; complies with legal obligations and safety requirements of the role.
- **Coping with Pressure and Setbacks** – Maintains a positive outlook at work; works productively in a pressurized environment; keeps emotions under control during difficult situations; handles criticism well and learns from it; balances the demands of a work life and a personal life.

PERSONNAL ATTRIBUTES:

- Good finance knowledge
- Good Communication Skills
- Honest / Good Integrity
- Openness to new things & towards others
- Good work ethic
- Proved determination and persistence
- Flexible & resilient
- Eager and willing to add to your knowledge base
- Good problem-solving skills
- Loyalty

QUALIFICATIONS AND EXPERIENCE:

- BBA/B Com in Business or Accounting.
- Minimum 3 years of experience in accounting or treasury work
- Experience and understanding of key intuitional donors' policies, guidelines, and strategies e.g. USAID, OFDA, ECHO, DFID and UN
- Professional fluency in English - both written and verbal.
- Fluency in Bangla.
- Sufficient knowledge on Microsoft office packages.
- Finance and Budget management skills.
- Some administrative experience.
- Able to undertake travel as required.
- Knowledge on Sun System.

AREAS OF RESPONSIBILITY:

- Facilitate labor payment in the field on regular basis
- Receive Money for labor payment form project office on regular basis
- Maintain good relationship with Bank and complete financial task according to the need of office.
- Maintain detailed records for all financial transactions in an organized and professional manner.
- Organize and schedule appointments
- Assist in the preparation of regularly scheduled reports
- Responsible for maintaining and disbursing petty cash
- Prepare petty cash related reports to supervisor.
- Prepare petty cash register
- Ensure petty cash count done
- Preparing bank reconciliation with projects and bank
- Ensure petty cash is replenished on regular basis
- Assist in logistics functions
- Assist in project/relief distribution functions
- Keep all finance documents, cash and bank vouchers and reports labeled and filed properly following in a sequential manner in such a way that it is easy to retrieve them
- Ensure all transactions are properly approved, all required documents are attached, authorization slip is signed "BEFORE" posting into SUN-Plus

- Check all vouchers thoroughly and pass to supervisor
- If any issues arise in voucher checking report to supervisor
- Prepare cheque according to the request
- Ensure all request have supportive documents
- Report any issues in the bank to the supervisor
- Prepare expense reports to the supervisor for review and approval
- Ensure proper calculation and payment of VAT and other taxes and submit report to authority
- Be adaptable and flexible to take new tasks and new assignments within the scope of the project activities as requested from time to time
- Represent ADRA with participation in various Government and NGO forums.
- Performs other related duties as required from supervisor/authority