

JOB DESCRIPTION

Position Title: Cashier (Head Office)

Division: Finance	Location: Main Office, Matautu-tai
Report to: AGM Finance	Contract: Permanent
Hours of Work: Monday to Friday, 9am – 5pm	Salary: \$21,086 - \$23,905 [L8]

Primary Objectives

Accountable for error-free cash register operations, payment processing, and process payments made with cash, checks and credit cards etc.

Part A: Key Responsibilities, Activities, Tasks & Key Performance Indicators (KPIs)

Key Areas of Responsibility	Key Activities and Tasks	Key Performance Indicators (KPIs)
1. Cashier	1.1 Receipting payments from customers, MEFs, Courier, Charters and all payments received. 1.2 Daily sales reports (physical cash to report) from Head Office reservations for daily sales, Pago courier, permits, etc 1.3 Closing daily sales receipts books as of the last receipt issued each day 1.4 Cashing food provisions and tea funds for vessels and divisions on a weekly basis 1.5 Check and balance money before and after work on a daily basis 1.6 Securing physical cash at all times and overnight in the vault 1.7 Prepare and do daily banking 1.8 Balance daily cash on bands before handing over to the Supervisor (Daily) for sign off 1.9 Attend to shorts and over and escalate to supervisor at any time 1.10 Serve customers for refunds and any other matter 1.11 Ensure any issues identified are reported to AGM Finance and on the spot 1.12 Any tasks as directed by the AGM Finance from time to time	No issues – shorts or overs in receipting and banking No issues picked up by any internal or external spot checks No audit issues raised relating to duties and responsibilities

Part B: Merits and Selection Criteria

<i>Skills and Abilities</i>	<ul style="list-style-type: none">i. Demonstrated ability to communicate clearly and professionally with staff, supervisors and external stakeholders in both English and Samoanii. Must be able to produce excellent documents utilizing MS Office Programs (Word, Excel, Power-point and others)iii. Must have good reporting writing skills
<i>Personal Attributes</i>	<ul style="list-style-type: none">i. Demonstrates honesty, reliability and ethical behavior at all timesii. Initiative and willingness to learniii. Approachable, respectful and able to build strong working relationships with staff at all levels.iv. Able to work effectively in a fast paced-environment, adjust to changing priorities and remains calm and organized under pressure.
<i>Work Experience</i>	Minimum of three (3) years relevant working experience as a Cashier or related areas
<i>Qualifications</i>	Achieved the Foundation Certificate in Accounting or Commerce or similar related certificates from a recognized Institution

