



## LAUTOKA CITY COUNCIL

### ROLE DESCRIPTION: CASHIER

#### CORPORATE INFORMATION

1. Position Level: Admin 2
2. Remuneration: Salary will commensurate with qualification and experience (to be discussed during the interview). This is a contractual position with an initial period of three (3) years.
3. Duty Station: Civic Centre Building, 169 Vitogo Parade, Lautoka
4. Reporting Responsibilities;
  - a) **Reports to:** Directly reports to the Head of Finance & Administration
  - b) **Liaises with:** Senior Accounts Officer, Accounts Officer, Accounts Clerk, Various department staff, customers
  - c) **Subordinates:** NA

#### ROLE PURPOSE

The Cashier is responsible to provide clerical accounting services in the financial arm of the Finance & Administration services department of the Council.

#### KEY RESPONSIBILITIES

The Cashier is responsible for:

- Ensure to process all transactions over the counter, through mail and direct deposit are accounted for by issuing the relevant receipt to the customer.
- Ensure all revenue received from all departments are receipted and reconciled
- Ensure all cash are banked daily by preparing the daily banking and ensuring total receipts for the day tally with the total collections for the day.
- Balances cash drawer by counting cash at beginning and end of work shift.
- Operates the petty cash imprest and reimburses when the need arises.
- Maintain the register of dishonored cheque and advise the respective departments for payment received against.
- Undertake the responsibility of facility bookings and advise relevant departments accordingly
- Provide updated report to the Finance team on collection as and when required
- Update registers against payment received.
- Provide a positive customer experience with fair, friendly, and courteous service.
- Any other administrative task assigned by the Head of Finance & Administration

## **PERSON SPECIFICATION**

These are the selection criteria, and identify if an applicant is suitable for the role – there must be a specific link to the Key Duties. No acronyms to be included.

In addition to *an appropriate qualification* (or equivalent relevant experience) the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

### **Knowledge and Experience**

1. A tertiary qualification in Business, Accounting or Administration, preferred Diploma Level
2. Municipal Council Cashier experience of at least 5 years or more preferred.
3. Computer literacy with knowledge of accounting software
4. Good communication skills

### **Skills and Abilities**

- Friendly and positive attitude
- Excellent customer service
- Excellent communication skills
- Ability to make change
- Basic math skills
- Attention to detail

### **Personal Character**

All applicants for employment in Lautoka City Council must be of good character, with a background that demonstrates their commitment to the civil service values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under the age of 55 years, in sound health, and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.

The Council is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.