

ZCCM-IH PLC

JOB DESCRIPTION

3.13.1 IDENTIFICATION SECTION

JOB TITLE : Cashier
JOB GRADE : ZH6
DEPARTMENT : Finance

3.13.2 JOB PURPOSE

To discharge cashier responsibilities diligently.

3.13.3 KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Statutory payments	Ensure that all statutory obligations are paid on time and General Ledger accounts relating to these obligations are reconciled on regular basis.
Payment of directors' fees	Make timely payments of Directors fees and maintain an updated schedule of Directors fees and meetings.
Banking	Banks all cash and cheques on a daily basis; Issues receipts for funds received by the company.
Petty cash	Management of petty cash float: drawing, payments and daily reconciliation
Imprest	Monitor timely retirement of imprest /
Storage	Ensures that all used and unused cheques, cheque books, Petty cash and third party guarantees are kept under key and lock in a safe.
Record keeping	Ensures that all statutory payment documents are properly filed for ease access.
General ledger	Inputs funds transfer payments to the General Ledger.
Other responsibilities	Perform any other duties as and when assigned

3.13.4 REPORTING RELATIONSHIPS

- a) **Reports to:**
Assistant Accountant

- b) **Other Jobs Reporting to (4a) above:**
Accounts Assistant Payroll
Accounts Assistant Payables
Accounts Assistant Receivables
Accounts Assistant Bank Reconciliations

- c) **Number and level of immediate subordinates:**
Nil

3.13.5 ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

- a) **Professional Qualification:**
Grade 12 certificate
Diploma in Accountancy or Level 2 professional qualification such as ACCA
CIMA or CA Zambia.

- b) **Minimum Relevant Pre-Job Experience:**

2year experience in a similar position

- c) **Skill Specifications:**
 - Numerical and computer skills
 - Communication and interpersonal skills

- d) **Other Attributes (Personality Traits)**
 - Integrity
 - Conscientious

Job Holder's Name: Job Holder's Signature:

Supervisor's Name: Supervisor's Signature:

Date of Issue: