



South Sudan Office: Palica Street, Hai Jerusalem, PO Box 144, Juba, South Sudan

International Headquarters: Via Aurelia 476 - 00165 Rome, Italy

JOB DESCRIPTION FOR CASHIER at STTC

Overall responsibility: Cashier at Solidarity Teacher Training College, Yambio, South Sudan

Reporting to: STTC Principal

A. Financial Transactions:

1. Handle all cash transactions, including receiving payments and issuing receipts:
 - Accept payments from customers, students, and other stakeholders in the form of cash, cheques, or other approved methods.
 - Issue receipts for all transactions to ensure transparency and maintain records for auditing purposes.
2. **Ensure all transactions are processed accurately and promptly:**
 - Forward all financial documents/paperwork to the finance assistant for data capturing into the excel sheets.
 - Ensure that cash payments including salaries are processed without unnecessary delays to maintain efficiency
 - Double- check transaction entries to minimize mistakes and discrepancies. The amounts in words and figures must agree on all documentation before releasing the documents for data capturing.
3. **Together with the Finance Assistant, maintain daily cash flow and ensure cash on hand is balanced at the end of each day:**
 - Track all incoming and outgoing cash throughout the day to monitor cash flow.
 - Conduct a cash count at the beginning and end of each shift to ensure that the cash drawer balances.
 - Investigate and resolve any discrepancies between actual cash and recorded amounts immediately.

B. Record Keeping:

1. **Maintain accurate records of all financial transactions:**
 - Keep detailed logs of every financial transaction, including dates, amounts, and involved parties.
 - Process cash requests and seek approval from the principal before disbursement.
2. **Ensure receipts and payment vouchers are properly documented and filed:**
 - Organize all receipts and payment vouchers chronologically and by category for easy retrieval. *Forward this to the finance assistant for data capturing.*
3. ***Prepare daily, weekly, and monthly cash count summaries in USD & SSP that reconcile with the financial excel reports produced by the Finance Assistant. These should be checked by the administrator and approved by the principal before onward transmission to Juba Finance Office.***

C. Financial Support:

1. **Assist the Administrator in preparing financial reports and audits:**
 - Gather and organize financial data needed for the preparation of reports.
 - Help in compiling information for internal and external audits.



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- Ensure that all financial documentation is complete and available for review.

2. Support the finance team in budget preparation and monitoring:

- Provide accurate transaction data to assist in creating budgets.
- Monitor actual spending against budgeted amounts and report variances to the Administrator and Finance manager,
- Suggest improvements to budget management on transaction trends.

D. Compliance:

1. Ensure compliance with Solidarity's financial policies and procedures:

- Adhere to all internal financial guidelines and protocols.
- Maintain awareness of and comply with any updates or changes in financial policies.

2. Stay updated with relevant financial regulations and ensure adherence to them:

- Keep informed about local, national, and international financial regulations that impact Solidarity with South Sudan.
- Implement necessary adjustments to procedures to comply with new regulations.

E. Financial queries:

1. Address and resolve any financial queries or issues promptly and professionally:

- Listen to and understand financial inquiries or concerns from stakeholders.
- Provide accurate information and resolve issues in a timely manner.
- *Escalate complex issues to the Administrator when necessary.*

Other basic information

The position applies to religious, who are motivated by the mission statement of Solidarity with South Sudan.

You will be living away from your home country and in a country, which is experiencing a fragile peace.

You will reside in an international and intercultural religious community of men and women.

In keeping with our surroundings, the standard of living practiced by Solidarity personnel is simple.

In our relations with local people and institutions we seek to encourage empowerment of others and to avoid practices that may promote dependency.

Conditions regarding health and other insurances, and other costs that may apply of members of religious congregations will be explored during the preliminary job interview.

Please send applications to: The Executive Director, Solidarity with South Sudan, email address: executivedirector@solidarityssudan.org