



South Sudan Office: Palica Street, Hai Jerusalem, PO Box 144, Juba, South Sudan
International Headquarters: Via Aurelia 476 - 00165 Rome, Italy

Cashier in GSPC – Kit – South Sudan

Job description: **Pastoral Cashier**

The main functions of a cashier in a pastoral center program combine standard cash handling duties with a strong emphasis on customer service in a pastoral-oriented, non-profit environment.

1. Core Financial Responsibilities

- ✓ **Process Transactions:** Accurately handle cash, checks, credit/debit card, and other digital payments for program fees, donations, or events.
- ✓ **Issue Documentation:** Provide participants/customers with receipts, invoices, or tickets as required for all transactions.
- ✓ **Cash Management:** Count and reconcile the cash drawer at the beginning and end of each shift, tracking all transactions on balance sheets and reporting any discrepancies to the supervisor or finance office.
- ✓ **Security and Procedures:** Adhere to established financial and security procedures to prevent theft and fraud, handling all transactions with confidentiality and integrity.

2. Program and Support Service Functions

- ✓ **Greet and Welcome:** Serve as a primary point of contact, warmly greeting visitors, program participants, and community members, embodying the center's welcoming atmosphere and core values.
- ✓ **Provide Information:** Answer questions regarding programs, events, and general center activities, guiding individuals and providing relevant information.
- ✓ **Resolve Issues:** Address transaction-related issues or participant complaints with patience and professionalism, or direct them to appropriate staff members.
- ✓ **Maintain an Organized Area:** Keep the checkout, reception, or program area clean, organized, and stocked with necessary supplies and program information materials.
- ✓ **Support the Team:** Collaborate with other team members and assist with other light administrative or program-related tasks as assigned, especially during peak times.



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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