

JOB ANNOUNCEMENT Cashier

World Vision International is an international Christian Humanitarian Organization working with the poor and oppressed to promote human transformation and seek justice. We are global community with a purpose – to bring about positive change in the lives of the world's most vulnerable children. People are inspired to work for us because they want to contribute to making a difference. We are part of an international team, using our talent, determination and influence to invest in a better tomorrow.

Are you ready to be a change maker?

Our Cambodia Office is seeking for one (01) qualified local candidate to fill in the position below:

JOB ID : NO-FY20-F035
Position: Cashier
Location: National Office
Salary: 468-585 USD

I. THE PURPOSE OF THE POSITION

This position is primarily responsible for providing cash and banking service to customer at National Office and support to the field office. Maintain fund cash and banking balance to meet cash management score card and ensure the fund request are sufficient balance to be used and follow cash security guideline.

II. MAJOR RESPONSIBILITIES

- Manage cash in bank and office safety and enough for use as requested and ensure the internal cash security guideline is followed.
- Supervise national office Cashier to ensure cashiering service function at national office is satisfied by staff and customer and compliant to WV policies and guidelines.
- Prepare consolidate monthly cash request for WVI-Cambodia to ensure accuracy calculate, realistic of cash needs and timely submit for approval.
- Entry accuracy daily check card form in to summary voucher and submit to System Analyst for posting weekly.
- Provide support the overall cash banking functions at zone/AP/project to ensure the cash and banking system procedure is effective served.
- Assist Finance team in auditing process to minimize risk and ensure that cash security guidelines are followed.
- Keep and maintain all related daily cash document safety and can be find for future purpose.

III. REQUIREMENTS:

As part of the World Vision Cambodia mandate requirements for new staff, all candidates who are offered job are required to produce Local Police Clearance Certificate prior to date of joining in the organization. We recommend applying for the certificate upon application submission.

- University Degree in Accounting or Finance
- Thorough knowledge of MS Excel, MS Word
- Sound technical knowledge in accounting, systems, policies and procedures
- Ability to communicate in English language
- Experiences in banking or cash management
- Mature in communication and response to customer

IV. HOW TO APPLY

1. Please copy **JOB ID: NO-FY20-F035** to be your email subject ONLY and attach your completed Application Form, CV and Cover Letter to Email: cam_recruitment@wvi.org or contact us at Tel: 023 216 052 Ext: 121
2. Please follow [this link](#) for WV Application Form.

GO GREEN! SAVE THE TREES!

All applications should be sent in soft copy (word document or PDF)

World Vision Cambodia is committed to the principles of workplace diversity. Qualified women and disabled people are encouraged to apply. Only short listed candidates will be notified. Applications and CVs will not be returned.

WVI is committed to the protection of children. We do not employ staff whose background is not aligned to our child protection practices. Hence employment is conditional upon successful completion of all applicable background checks, including criminal record checks where possible.

Closing Date: 10 July 2020 at 5:00PM