



ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan



**JOB OPENING
CASHIER II
Based in Bor**

The International Committee of the Red Cross (ICRC), an impartial, neutral and independent Organisation striving to protect and assist the victims of war and internal violence, has been working in South Sudan since 1986. The ICRC is looking for an enthusiastic and motivated person for the above position to be based in Bor.

Main Duties and Responsibilities:

- Makes sure the Rules of Financial Responsibility are respected.
- Makes cash payments (suppliers, owners, expatriates) on the basis of signed documents.
- The employee is responsible for the petty cash in accordance with the division of responsibilities.
- The employee manages less than 50 transactions per day.
- Pays out and closes working advances in accordance with financial procedures.
- Performs daily cash control and cash count and reports of any irregularities immediately.
- Keeps a clean and regular filing of daily cash statements, daily workers payments, salary advances working advances, etc.
- Supports the supervisor in the reception and counting of incoming funds.
- Controls invoices prior to payments and pays them once properly validated by all required responsible staffs (sticker completed, signatures, etc.)
- Assists the Accountant in compiling, preparing and sending the monthly accounting documents;
- Upon request, assists the accountant with filling of Time reports.
- Handles routine cashier work independently.
- Explains cash procedures to the staffs.

Minimum Required Knowledge & Experience:

- 'A' Level (Higher/Advanced Higher Grade exam) or equivalent. Some college coursework completed or an Associate Degree is an asset.
- Additional vocational training in accounting, bookkeeping or similar fields
- 3-5 years of experience in finance, accounting, bookkeeping, bank industry, administration or similar position
- Conversational in English and Arabic
- Intermediate level in computer skills
- Skilled in the following competencies: Adapting & Learning; Planning, Organization & Assessment; Communication (Ability to express views and ideas); Analysis & Synthesis

Interested candidates should submit their application clearly marked "**CASHIER II – Bor**" (including C.V. written in English) and copies of certificates at latest **Thursday, 9th May 2017** to the **Administrator**,

either: At the ICRC reception: **Juba, Wau, Rumbek, and Bor.**

or By email to: jub_recruitment_services@icrc.org



Only short-listed candidates will be contacted. Application files not retained will not be returned.