



REPRODUCTIVE HEALTH ASSOCIATION OF South Sudan



TERMS OF REFERENCE

<u>Job Title:</u>	Cashier
<u>Duty Station:</u>	Juba, South Sudan
<u>Duration of Assignment:</u>	Three (3) months with possibility of extension depending on performance
<u>Expected starting date:</u>	As soon as possible
<u>Direct Supervisor:</u>	Finance Manager
<u>Application state:</u>	28 th November, 2023
<u>End date:</u>	15 th December, 2023

Background

Reproductive Health Association of South Sudan-(RHASS) is a not-for-profit organization registered under the laws of South Sudan in 2011 to provide high quality, integrated Reproductive health services. It has so far demonstrated its solid commitment and support to the national effort to improve the sexual and reproductive health rights situation in South Sudan with focus on the poorest and underserved segments of the population.

In order to achieve the project Objectives, RHASS wishes to recruit a Cashier to support its Finance team. The **Cashier** will work with Finance Unit at **RHASS** office in Juba.

Objectives

To manage clinics cash through collection, recording, deposits and reconciliations.

Expected outputs

Daily, weekly and monthly cash transactions input to relevant reporting system

Financial documents (Cash receipts, deposit slips, etc.) are recorded and properly filed

Scope of work

The Cashier will work at the RHASS office in Juba and have the following specific responsibilities/duties:

- Receives, posts and balances payments and cash receipts directly in 'on-line' QuickBooks and ensure the integrity of data posted

- Prepares and makes bank deposits daily
- Totals money received and verifies totals with cash-on-hand and reconciles totals when errors are found
- Prepares reports of daily transactions and forwards to the Finance Department head
- Document bank transactions by processing checks and cash deposits in a proactive manner.
- Coordinate activities with the Finance department to ensure the creation of daily, weekly and monthly cash reports.
- Assist at the front desk in handling provision of information to patients and visitors.
- Performs other duties as assigned

Qualifications and requirements

Education:

- University degree or Diploma in Accounting, Finance, Economics or Business management or related fields;

Experience and skills:

- At least three (3) years of experience of cash management
- Excellent computer skills in QuickBooks, word processing (MS Word), spreadsheet (MS Excel)
- Good interpersonal and communication skills, both verbal and written
- Appropriate English language skills, both spoken and written.
- Must maintain a friendly and helpful manner when dealing with the public
- Ability to work harmoniously with a variety of people
- Willingly accept added tasks and responsibilities
- Must be able to remain flexible and accept changes in work assignments
- Must have the ability to perform bookkeeping and accounting functions such as posting account information and verifying accuracy of accounts
- Must have the ability to organize work and schedule time allotted to achieve maximum productivity

Required documents:

- CV and cover letter
- Degrees, certificates, national ID and other related documents

Submit your applications in a sealed envelope to RHASS head office located in Star Village Building, opposite St. Thomas ECS Church, Gudele road or send by email to info@rhass.org.ss cc gune.annet@rhass.org.ss before closing date **15th** December 2023

