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Approved  
Sam  
6/3/2023



**POSITION** : Cashier  
**ORGANISATION** : African Parks Network – South Sudan  
**LOCATION** : Juba  
**REPORTING TO** : Finance Manager  
**EXPECTED START DATE** : As Soon As Possible

**BACKGROUND:**

African Parks is a non-profit conservation organization that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities. We currently manage 22 national parks and protected areas in 12 countries covering over 20 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, Republic of Congo, Rwanda, Zambia, Zimbabwe and South Sudan.

Boma and Bandingilo National Parks are located in South Sudan's equatorial region with a combined area of 30, 000 KM<sup>2</sup>. The parks host the second largest wildlife migration in the Africa that covers over 120,000 KM<sup>2</sup>, and provide habitat for large populations of hartebeest, buffalo, elephant, giraffes and lions.

**JOB OVERVIEW:**

A cashier handles cash registers, process purchases, check for correct pricing, itemize them, accept payment. Besides being good, they need to be reliable enough to be trusted with cash transactions and sensitive payment details.

**MAIN ROLES & RESPONSIBILITIES:**

**JOB OVERVIEW:**

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**MAIN ROLES & RESPONSIBILITIES:**

**Payment Processing:**

- Prepare payment vouchers on time and follow up payment reviews and approvals with the relevant authorized person.
- Focal point for payment processing.
- Ensure all payments are processed immediately when submitted to finance department.





- Verify all payment documents and ensure arithmetic accuracy and compliance with all relevant policies. Payment documents should have all relevant supporting document attached. (Requisition, bid analysis, invoices, GRN etc.).
- Ensure all payment documents are in compliance with statutory rules e.g. tax and other costs principles of allocable, allowable and reasonableness.
- The cashier should ensure timely feedback to staff and vendors on any document or information required to make payment.
- Ensure proper coding combination (Account code, fund, project code etc.) for all payments both on the voucher and in system.
- Timely prepare and submit tax returns to authority.
- Follow up cheque approvals of submitted payments.
- Ensure all payment documents are fully signed by the relevant authorized individuals

### **Filing**

- File all finance documents in line with the agreed methodology.
- Ensure all payment supporting documents are filed properly in chronological order with proper label for easy access.
- Ensure all documents entered in finance system are supported and filled.
- Custodian of all finance vouchers and ensure the archive is not accessed without authorization.
- Support in providing financial document that may be required by auditors and any other authorize person.

### **EDUCATION AND EXPERIENCE:**

- Diploma or Degree in Accounting & Finance or its equivalent.
- Basic math and computer skills
- Experience as a cashier is desirable
- Ability to handle a high volume of transactions
- Polite and courteous

### **Skill & Abilities:**

- Strong communication skills
- Alert and attentive to details
- Ability to work in a team and follow instructions





**HOW TO APPLY:**

To apply, please email your CV and cover letter to [ssrecruitment@africanparks.org](mailto:ssrecruitment@africanparks.org) or hand delivery to **African Parks office, Synergy Suites – Plot No 849, Block No 3-K South by Friday, 24 March 2023**. Please mention the position name in the subject line of the email.

In case you do not hear from us within two weeks after the closing date, this means that your application was not successful. We thank you for your interest in working for African Parks.

