



## **JOB DESCRIPTION**

**JOB TITLE:** CASHIER

**DEPARTMENT:** ADMINISTRATION

**REPORTS TO:** ACCOUNTANT

**INTERFACES WITH:** Administrative staff, Multidisciplinary health team, Patients/ Clients and families

### **OVERALL JOB SUMMARY**

The accounts assistant will maintain books of Account, and produce and submit accurate financial statements/information at KMCH in accordance with the financial regulations.

### **SKILLS AND COMPETENCIES**

**Education:** A Diploma in Accounting (preferably ATC or UDBS) or their equivalent

At least Part 2 of an internationally Recognized Professional Accounting Body (ACCA, CPA, CIMA, etc.) would be desirable

**Experience:** At least 2 years' experience in an accounting and administrative role

#### **Required Knowledge:**

- Principles and practices of required accounting principles, and records management.
- proficiency in MS Office applications
- Knowledge of an accounting software Special Knowledge
- Charts of Accounts and the subsidiary accounts
- Knowledge of the routine of the accounts office
- Handling of cash both within the office and on the way to office or bank and at the bank
- Management of cash and Cheques, receipts and payments
- Effective control of sensitive documents which include cheque books, receipt books, vouchers; and the petty cash records.

### **MAIN TASKS AND RESPONSIBILITIES**

## 1. Administration

- file and maintain accounts records
- Maintain back up folders
- code documents
- Issue and regulate petty cash amounts.

## 2. Accounting

1. Enter invoices in the system
2. Pay vendors in a timely manner
3. Process cheques and other payments
4. Print and disperse draft invoices to client managers
5. Disperse the final invoices to the client
6. Prepare the monthly payroll
7. Maintain the fixed assets register
8. Call debtors
9. Calculate billing statements
10. Prepare and submit tax forms

## 3. Reporting

- Generate and or prepare accounting reports/documents for review by your supervisor

## 4. Other:

- Any other duties and responsibilities as may be deemed fit by your supervisor

### **Skills and attitude required:**

- Have good numerical/mathematical skills
- Ability to bond with and work in a team.
- Good communication skills - verbal and written
- Honesty and integrity
- problem-solving skills
- Attention to detail and accuracy
- strong work ethic

- Initiative
- stress tolerance
- Possess a professional attitude
- Highly organized.

## **FUNCTIONAL STATEMENT**

- This position is a full time. Additional requirements require for the incumbent to be of integrity, be accountable, flexible, and innovative. He/ she should have good interpersonal skills. A good understanding of diversity is essential. Other qualities include self-management, self-drive networking & team work; Capacity builder, mentor & role model for team mates.
- This position calls for one to have the ability to work under demanding deadlines and be able to multitask
- You will be expected to observe safety measures as outlined in the KMCH Policy Manual, which you are required to read and refer to as necessary.