

Job Title	Cashier
Grade	1B
Business Unit	Finance
Reports to	Team Leader Asset & Cash Management
Location	Suva

Job purpose

Responsible for receipting of all monies, attending to general member/employer enquiries.

Duties and responsibilities

- Collect and receipt all monies daily including direct deposits.
- Ensure regulatory reporting to Reserve Bank of Fiji (RBF) as per requirement of the FTR Act.
- Ensure security of Cash/Cheques collected and compliance to banking procedures in the Finance manual.
- Reconcile cash takings with cashier reports for banking.
- Attend to general queries from Employers and Members.
- Provide assistance to Member Services in the performance of the following services during idle time:
 - Printing of member statements
 - Eligibility statement printing
- Ensure safe keeping of cash in safe during emergency.
- Report daily cash takings to Treasury (Investment Division) and Manager Finance.
- Prepare monthly collection by receipt codes.
- Maintain register/list of Employers persistently paying with dishonored cheques.
- Assist supervisor in attending to internal/external audit queries related to scope of work.
- Perform any other tasks delegated by the Team Leader or Manager.

Education & Experience

- Diploma in Accounting, Banking, Economics, Finance or Management.
- No experience required however it would be an advantage.

Key Competencies

- Knowledge of VAT and FNNPF Act.
- Knowledge of Microsoft office applications.
- Basic knowledge and understanding of the Funds products and procedures.
- Knowledge and understanding of ProMis cashiering system would be an added advantage.
- Excellent customer service and communication skills.
- Good organizational, interpersonal and problem solving skills.
- Must be a team player.
- Ability to handle pressure.

- Ability to multi-task, priorities and manage time effectively.
- Highly motivated and enthusiastic.

Reporting Structure

Direct Reports: None

Indirect Reports: None

Authority Levels

Financial: None

Staff: None

Contractual: None

Internal & External Contacts

Internal Contact

- All Departments
- Finance Manager
- Staff as required

External Contacts

- Members
- General Public
- Financial Institutions

Working conditions

The incumbent may be required, to from time to time, to work late hours or during weekends, including travelling to other FNPF branches & agencies or, to work in other functional areas for job rotation for developmental purposes.