



Job Description
HO Cashier
Division: Finance

JOB DESCRIPTION	
Job Title	HO Cashier
Salary Range	\$15,954.00 p.a.
Location	Main Office @ Matautu Tai
Hours of work	Monday to Friday, 8:30am to 5pm
Reporting to	AGM Finance to achieve desired outputs
Responsible for	N/A
Contractual Status	Permanent Subject to six months probationary period
Primary Objectives	Accountable for error-free cash register operations, payment processing, and process payments made with cash, checks and credit cards etc.
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none"> ❖ Receipting – payments from customers, MEFs, Slipway, Courier, SSMA, Charters, all payments received ❖ Daily sales reports (physical cash to report) – from HO reservations for daily sales, Pago courier, permits etc. ❖ Closing daily sales receipt books as of the last receipt issued each day ❖ Cashing food provisions and tea funds for vessels and divisions on a weekly basis ❖ Check and balance money before and after work on a daily basis ❖ Securing physical cash at all times and overnight in the vault ❖ Prepare and do daily banking ❖ Balance daily cash on hands before handing over to the Supervisor (Daily) for sign off ❖ Attend to shorts and over and escalate to supervisor at any time ❖ Serve customers for refunds and any other matter ❖ Ensure any issues identified are reported to AGM

	<p>Finance and on the spot</p> <ul style="list-style-type: none"> ❖ Any tasks as directed by the AGM Finance from time to time
Key Results Area (KRA)	<ul style="list-style-type: none"> ❖ No issues – shorts or overs in receipting and banking ❖ No issues picked up by any internal or external spot checks ❖ No audit issues raised relating to Duties and responsibilities
Selection Criteria (Personal Specification)	
Experience	<ul style="list-style-type: none"> ❖ At least three (3) years relevant working experience on cashier work or related areas ❖ Good communication skills in both English and Samoan ❖ Must be computer literacy ❖ Must have good report writing skills
Skills & Qualifications	<ul style="list-style-type: none"> ❖ Achieved the Foundation Certificate in Accounting or Commerce or similar related certificates from a recognized Institution
Continued Professional Development	<p>The Samoa Shipping Corporation is committed to provide CPD for the successful candidate. SSC expect the successful candidate to undertake available training courses to enhance personal knowledge, skills and experience.</p>