

Term of reference for Cashier, STCB

Location: Nobding, Wangdue Phodrang.

Grade: 16

The Cashier shall perform the day-to-day processing of accounting function of Fuel Retail Outlet (FRO) such as invoices, billing and, receiving cash. Assist with daily billing and monthly adjustment of journal entries.

Duties and Responsibilities: *the following are responsibilities of the Cashier*

- •Collection of daily sales proceeds from FRO
- •Report to In-Charge on daily cash collection including cheque amount at the end of each day
- •Daily punching of receipts in ERP in system.
- •Timely Issuing of money receipt to customers
- •Forwarding of 2% tds Cheques to RRCO & proper maintenance of records
- •Following up with Bank for daily transfer of fund from Gelephu Account to Main Account in Thimphu.
- •Collection of Sundry Debts

Core Competencies:

- Takes responsibility for achieving agreed outputs within set deadlines.
- Positive attitude and prudent initiative to enhance business volume.
- High integrity.

Job knowledge:

- Knowledge of office policies and procedures.
- Knowledge of the application of basic bookkeeping.
- Ability to use keyboards accurately on calculators and computers.

Client Orientation:

- •Anticipates client needs.
- •Works towards creating and enabling environment for a smooth relationship between the clients and service provider.