

JOB DESCRIPTION
Assistant – Financial Accounting/Cashiers
Vacancy Ref: N490

Job Title:	Accountancy Assistant – Financial Accounting/Cashiers	Present Grade: 4S
Department/College:	Financial Accounting/Cashiers, Finance Division	
Directly responsible to:	Supervisor - Cashiers	
Supervisory responsibility for:	None	
Other contacts		
Internal: All members of the University and the internal audit team.		
External: All customers and suppliers of the University, internal and external auditors, and the University bankers.		
Major Duties: <ul style="list-style-type: none">• Front office contact for counter, email and telephone enquiries. Dealing with students and external customers as well as internal staff.• Responsible for reconciliation of the cashiers suspense account, along with resolution of queries and reallocation of funds as appropriate.• Reconciliation of foreign bank accounts including currency revaluations and month end balance sheet reconciliations.• Accurate posting of all income received by the University whether in cash, cheque or electronic payment received in any currency and use of online banking for query resolution.• Daily reconciliation and banking of receipts made directly to the Cashier’s Office.• Provision of administration services for University Catering and verification of catering timesheets prior to payment by the payroll office.• Ad hoc duties as required, including occasional cover for treasury analysis and investment decisions.		