

BRUMMANA HIGH SCHOOL

JOB DESCRIPTION

CASHIER

Brummana High School is a Quaker coeducational day and boarding school which seeks all round excellence in the academic, arts and sports spheres and aims to promote integrity amongst its staff and students. Each member of the school community ensures that students' needs from diverse backgrounds are met. Students are prepared to become responsible citizens and life-long learners, respecting each other and helping the community.

This job description is used as part of the Cashier's contract so that both s/he and the line manager know what is expected.

Line management

The Cashier reports to the Chief Accountant.

Hours

This post is subject to the employment laws. A continually updated copy is available in the Bursar's Office for reference.

Working hours: Monday to Friday 7:30am-3:30pm. Occasional overtime or work at the weekend may be required and for this there is entitlement to time off in lieu.

Holidays: Government holidays plus an annual vacation of 15 working days after the first year of service.

General responsibilities

1. To support and maintain the school's ethos, aims, and values
2. To respect and help enforce the school's rules and regulations
3. To use mutual respect and courtesy as the basis for relationships with others
4. To maintain a professional attitude towards other staff, parents, and students
5. To report any health and safety concerns to the line manager or Health & Safety Officer
6. To respect and take care of school property and resources
7. To report any misuse of property, damage, loss, or injury, including vandalism, theft, and assault to the line manager
8. To support the Chief Accountant in providing services for the school

Specific responsibilities

1. To welcome customers and respond helpfully to enquiries providing information as required or redirecting customers as necessary
2. To deal with the receipt of money (e.g. deposits, tuition fees, exam fees) by cash or cheque and prepare a daily report on cash received
3. To issue receipts, refunds, credits, or change due to customers
4. To issue catering tokens to catering sales outlets and ensure that the correct cash is returned in exchange
5. To maintain accurate student accounts for pocket money disbursed
6. To sort, count, and wrap currency and coins
7. To take cash to the banks, if required
8. To enter data and prepare accounting vouchers
9. To prepare and pay cheques for suppliers, salaries etc.
10. To reconcile transactions for the purpose of balancing accounts and adhering to established accounting practices
11. To attend meetings as requested by the Chief Accountant
12. To undertake any other duties as may reasonably be required by the Chief Accountant