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SATHAPANA BANK

Cashier

Based in Phnom Penh, Cambodia.

Responsibilities

- Assist Chief Branch Cashier to monitor branch cash operations including on branch's premise (daily business operation) and in branch's bank account to ensure that Branch has sufficient fund/cash in all operating currencies and denominations for daily operations
- Ensure the branch has good quality notes for daily operations and ATM cash operation
- Ensure the Soiled or poor-quality notes are sorted and separated from good quality notes before transferring to main branch or provincial branch in region
- Assist Chief Branch Cashier to prepare money for bank deposits when the cash in vault is going to exceed the cash limit in the bank premise
- Assist Teller in counting and verifying money when customers deposit the large amount
- Adhere to all bank's policies and procedures especially physical cash management and relevant procedures
- Record accurate bank account against all cash
- Provide optimum cash management
- Verify cash held against records, and prepare statement after closing the day's business
- Act as custodian of Cash Safe in the Vault
- Assist in ATM cash replenishment by selecting good quality notes
- Manage cash for supporting other branches when needed
- Verify cash returned from Teller
- Assist Chief Branch Cashier to deposit soiled notes at Central Bank at regular intervals
- Arrange new notes stock for festive seasons
- Educate and coach Teller on how to identify counterfeit notes
- Assist Chief Branch Cashier to prepare cash report as required by Branch Manager/Deputy Branch Manager

Qualifications

- Bachelor's degree Accounting, Finance and Banking, or other related fields
- At least 1 year of experience in banking services and products from financial industries, banks, MFIs, and other MDIs, or fresh graduated are also encouraged to apply
- Be friendly, and patient
- Good at English and Microsoft Office (Words, Excel, and PowerPoint)

To Apply

- Interested candidates are encouraged to apply via job@sathapana.com.kh
- For more information, please contact us at 023/ 081 999 010/ 096 257 9666 or go to <https://www.sathapana.com.kh/careers/job-opportunity/>