

# Cashier/Treasurer

tvt07998@gmail.com

Phone :

Web :



## Job Summary

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Vacancy :

Deadline : Nov 13, 2024

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Employment Status : Full Time

Experience : Any

Salary :

Gender : Male

Career Level : Any

Qualification :

## Job Description

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### About AWEC:

AWEC is a non-political, non-profit, woman-headed national organization established in 1991 by a group of educated Afghan women in exile, who rallied together to address the lack of facilities for Afghan refugees in Islamabad and eventually Peshawar, in Pakistan. AWEC has always been involved in advocacy and awareness-raising for women and children's rights while providing services to those who frequently fall through safety nets. In recent years, one of AWEC's core activities has been to support women through mobilizing Afghans, from local communities to political elites, towards the goal of reducing and eventually eliminating violence against women.

Our vision in AWEC is "an inclusive and just society with sensitized and responsive public and private sector, where all women and children have access to opportunities to improve their quality of life in order to realize their full potential".

**AWEC has zero tolerance approach to the AWEC Code of Conduct including safeguarding, SH, and Fraud violations being committed by its staff, consultants, contractors, volunteers, interns, suppliers, vendors, sub-grantees/partners, implementing partners or any other associate.**

### Job Description:

#### Position Objective

- Under the supervision of the Finance Manager to implement and maintain the AWEC financial and accounting system.
- Be aware and adhere to AWEC policies and procedures as outlined in all manuals.
- She/he will provide support in other finance areas as necessary.

#### Technical Skills:

- Must be able to communicate effectively in English, Dari/Pashto are a distinct advantage.
- Wide experience in the use of computer applications; clear understanding on the usage of financial software systems.
- Computer skill in MS. Office packages.
- Quickbook knowledge is must.
- Ability to plan ahead and meet deadlines.
- Treat information with the confidentiality it deserves.
- Understand and recognize the urgency of tasks and deliver on time
- Proactive, able to multi-task and flexible

#### Duties & Responsibilities:

##### A: Cashier

- Being as Accountant/Cashier, should plan of how to prioritise on having cash both at Safe and Bank for implementing activities.
- To Plan of how to process advance to staff and how to clear staff Advances, handling petty cash, checking of proper documentation of vouchers.
- Controlling filling system.
- Maintain a details tracker of all payment requests received in Finance since the receptions until the payment is complete.
- Verifying and ensure that required documentation and authorization presented before effecting payments.
- Preparing the vouchers on the basis of supporting documents.
- Checking the accuracy of bills, e.g. calculations, omissions etc, before making payment.
- Operates the petty cash and cash in AWEC office funds by holding the authorized level of cash.
- Make daily cash payments and cash receipts for project expenditures.
- Ensure cash collected is deposited directly.
- Keep and update cash records on daily basis.
- Stamp original documents "PAID/RECEIVED" before sending to Sr. Finance officer for posting.
- Before submitting vouchers to Sr. Finance officer, checking the accuracy of chart of account code, budget code, donor and class.
- Follow on cash requirements of Sub offices and prepare transfer orders for approval.
- Draw /deposit cash from the bank.
- Follow up preparation and payment of monthly income tax, withholding and arrange payment to the appropriate tax authority.
- Keep cash safe boxes as per the policies, procedures and regulations of AWEC for cash safekeeping.

##### B: Accountant

- Daily, weekly and monthly cash count together with Sr. Finance officer and reporting to Finance Manager.
- Verify vendor and local subcontractor invoices and ensure all supporting documents are received and accurate.
- Assist logistics and procurement staff in cash disbursements of items paid in petty cash and submit daily expense reports to the office cashier.
- Check the project expenses, their accuracy, calculation, exchange rate calculation, vouchers supporting documents, payments approval etc.
- Check the advances for salary and expenses and follow up their clearance within time.
- Follow up of salary advances, travel advances and official expenses advances with staff and clearing them on time (within 14 Days).
- Update finance files and documents. such as: cash count files, advances files, cash receipt and cash payments files.
- Preparation of monthly and quarterly petty cash flow forecast with help of other departments in order to have enough cash performing activities.
- Preparation of donor financial reports for Finance Manager in compliance with donor requirements within the deadline and verification for accuracy of documentation.
- Contribute to the preparation of monthly income and expenditure statements and budget comparison, and cash flow reports.
- Withholding taxes and its calculation and on-time payments to MoF-DAB.
- Year-end Annual income tax preparation and on-time submission to MoF-MTO.
- Perform other duties as necessary and/or requested.

### Job Requirements:

#### Experience and mandatory criteria:

- Bachelor in Business Administration (BBA) degree with a major in Accounting or Finance.
- Significant experience in Finance, Procurement, and Logistics in NGO sectors. (2-3 Years' Experience).
- Familiar with UN Agency and Donor reporting systems.
- Demonstrated experience managing donor funds and ensuring compliance with donor requirements.

#### Submission Guideline:

Interested candidates are requested to send their applications along with their CVs to the attention of following link:

link: <https://forms.gle/789hQnqNwEMMeTGv7>

After submission your information. All eligible shortlisted candidates will be directly contacted for test/Interview.

"Being committed to diversity & equal employment opportunity we highly encourage females & people living with disabilities to apply, all qualified applicants will receive consideration for employment without regard to ethnicity, language, religious sect."

#### Submission Email:

<https://forms.gle/789hQnqNwEMMeTGv7>

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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