



Cashier

Closing Date: 31st May 2019 | Apply to job@sathapana.com.kh

Locations

- Chi Pou Branch (01 Position)
- Tuk Meas Branch (01 Position)
- Svay Antor Branch (01 Position)
- Preah Netr Preah Branch (01 Position)
- Kampong Chrey (01 Position)

Responsibilities

- Assist Chief Branch Cashier to monitor branch cash operations including on branch's premise (daily business operation) and in branch's bank account(s) to ensure that Branch has sufficient fund/cash in all operating currencies and denominations for daily operations
- Branch has good quality notes for daily operations and ATM cash operation
- Soiled or poor quality notes are sorted and separated from good quality notes for bank-in to Branch's account(s) or transferring to main branch or provincial branch in region
- Assist Chief Branch Cashier to prepare money for bank deposits when cash in vault is going to exceed the cash limit in the bank premise
- Assist Tellers in counting and verifying money when customers deposit large amounts
- Always adhere to all bank's policies and procedures especially physical cash management and relevant procedure
- Assist to record accurate bank account against all cash
- Assist to provide optimum cash management
- Assist to 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
- Assist to manage cash for supporting other branches when needed
- Assist to verify cash returned from Tellers
- Assist Chief Branch Cashier to deposit soiled notes at Central Bank at regular intervals
- Assist to arrange new notes stock for festive seasons
- Assist to maintain knowledge, educate and coach Tellers on how to identify counterfeit notes
- Assist Chief Branch Cashier to prepare cash report as required by Branch Manager/Deputy Branch Manager and policies/procedures

Qualifications

- Bachelor's degree in Accounting, Finance and Banking, or other related fields
- At least 1-year-experience in banking services and products from financial industries
- Good at both English and Computer Users
- Be welcoming, friendly, and patient

How to apply

- For interested candidates, please submit your updated CVs and Cover Letters to job@sathapana.com.kh or submit your hardcopies to all branches of Sathapana Bank is acceptable
- For more information, please go to www.sathapana.com.kh or contact us via 096 418 2222/ 096 958 7777/ 096 287 1111