Strategic Engagement
"Building Capabilities"

Strategic Engagement Limited
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CASHIER

Reports to: Treasury & Credit Manager
Department: Finance
Duty Station: Office-Based

Job Summary

The Cashier is responsible for accurately receipting all customer payments, cash, cheques, and bank transfers into SAP and ensuring timely reconciliation of daily collections. The role is central to the order release process, ensuring customer accounts reflect real-time payments and supporting uninterrupted business operations. The position requires high levels of accuracy, strong customer care, strict adherence to finance controls, and reliability in fast-paced environments.

Key Deliverables

1. Accurately process all customer receipts (cash, cheques, and electronic transfers) into SAP, ensuring timely posting and correct allocation to customer accounts.
2. Maintain full daily reconciliation by matching receipts to physical cash/cheques, confirming banking accuracy, and preparing complete audit-ready records.
3. Release customer orders placed on Cash Hold immediately after receipting funds and validating supporting documentation.
4. Provide professional customer support by resolving receipting-related queries, confirming payment status, and communicating promptly with Credit, Sales, and Customer Service teams.
5. Ensure adherence to finance controls by following established cash-handling protocols, safeguarding company funds, and escalating discrepancies for resolution.

Expected Output

- 100% accurate and timely posting of receipts into SAP.
- Up-to-date reconciled daily collections with zero unexplained variances.
- Prompt release of orders with no unnecessary delays.
- Clean documentation and audit readiness always.
- Positive internal and external customer experience.

Qualifications

- Bachelor's degree in finance, Accounting, Business Administration, or related field.
- Additional training in cash management, SAP receipting, or financial operations is an added advantage.

Experience

- Minimum 1–2 years working experience in cash management, receipting, accounts operations, or customer-facing finance roles.

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- Experience working with SAP or similar accounting/ERP systems is an added advantage.
- Exposure to high-volume receipting or fast-moving finance environments is desirable.

Competencies

- Excellent communication and customer care skills.
- High accuracy, attention to detail, and strong numerical ability.
- Good understanding of finance processes, accounting operations, and internal controls.
- Proficiency in treasury operations, cash handling, and reconciliation procedures.
- Ability to work under pressure, including after-hours and weekend periods when required.
- Demonstration of Enterprise First behaviours and VEU values: Honesty, Integrity, Respect for People.

Working Environment

Office-based finance environment with regular interaction with Treasury, Credit, Sales, and Customer Service. Requires extended hours during peak activity, strict compliance with finance controls, and high levels of confidentiality.

Performance Metrics

- Accuracy and timeliness of receipts posting.
- Daily reconciliation completeness and variance elimination.
- Speed of order release and customer satisfaction.
- Compliance with finance controls and audit standards.
- Professionalism and responsiveness in customer interactions