

JOB DESCRIPTION

Job Title: Cashier

Location: Boosaaso **3 positions**, Buurtinle **1 position**. and Baran **1 position**.

Reporting to: Business development manager.

Job Summary: Accurately and efficiently process and record routine transactions for bank customers including cashing checks, accepting deposits and withdrawals, processing loan payments and money transfers. Promote and advise on the bank's products and services.

Key Responsibilities

1. Prepare for the day prior to opening the doors to customers 15 minutes before the bank opens, verify:
 - All areas such as the lobby is orderly.
 - Brochures and transaction forms are well stocked.
 - Cash counting/verification machine is in working order
 - Stamps at cashier station for date, ink and position
 - Necessary supplies at the cashier station and be prepared to open to the customers (clients) at the designated opening time.
2. Always greet and welcome the customer
3. Always thank the customer for doing business with Amal Bank and give his/her documents, transaction slips and money together
4. Accept cash and checks for deposit and check accuracy of deposit slip and process cash withdrawals
5. Perform specialized tasks such as preparing cashier's checks, personal money orders, issuing pass books and exchanging foreign currency
6. Perform services for customers such as ordering bank cards and checks
7. Receive and verify loan payments, Islamic mortgage payments and utility bill payments
8. Record all transactions promptly, accurately and in compliance with bank procedures
9. Balance currency, cash and checks in cash drawer at end of each shift
10. Answer inquiries regarding checking and savings accounts and other bank related products
11. Explain, advise on and promote bank products and services to customers
12. Identify referral opportunities and make relevant referrals
13. Ensure compliance with all internal controls and established policies and procedures

Amal Bank is an equal opportunity employer and offers a competitive compensation package commensurate with qualifications and experience.

Please submit a detailed cover letter and résumé no later than September 03, 2017 to:
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