**JOB DESCRIPTION**

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| **Job Title:** | **Cashier** |
| **Function:** | **Finance** |
| **Site:** | **Thorpe Park** |
| **Reporting to:** | **Credit Manager & Accounts Payable Manager** |
| **Date:** | **October 2020** |

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| **JOB SUMMARY:** |
| Responsible for the accurate and timely recording of cash receipts and payments across all Hain Daniels group companies, in particular the three largest trading divisions Daniels Chilled Foods Ltd, Hain Frozen Foods Ltd and Histon Sweet Spreads Ltd. |

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| **KEY ACCOUNTABILITES:** |
| To accurately upload, verify and process payments in the group’s banking systems across a wide variety of methods, payment types and currencies |
| To perform all activities relating to posting cash and clearing down transactions on the sales ledger for accounts receivable |
| To perform all activities relating to running supplier payments and clearing down transactions for accounts payable ledger |
| To ensure all cash book transactions are posted accurately and in a timely manner and to assist the finance team with the bank and other cash balances reconciliations.  |
| Manage and distribute site petty cash, bank and reconcile charity monies and prepare cheques |
| Carry out ad hoc payment requests in line with business requirements |

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| **EDUCATION & EXPERIENCE:** |
| Year one of the AAT qualification completed  |
| Relevant industry experience e.g. working in finance, previous cashier experience |
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| **SKILLS & COMPETENCIES:** |
| Excel * Preferably intermediate level
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| Attention to detail* Pays close attention to detail, accuracy and completeness.
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| Communication* Organizes and delivers information appropriately.
* Able to communicate information and ideas clearly and articulately both in oral and written form
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| Initiative* Alert to opportunities to contribute appropriately without being told.
* Able to spot and implement opportunities for improving situations.
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| Teamwork* Interacts with people effectively.
* Able and willing to share and receive information.
* Co-operates within the group and across groups.
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| Adaptability* Adapts to changing work environments, work priorities and organizational needs.
* Able to effectively deal with change and diverse people.
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| **CONDITIONS OF THE ROLE:** |
| There are two cashiers. One reporting to the AP Manager and the other to the AR Manager. It is expected that whilst each cashier may be dedicated to certain aspects of the role, the two cashiers are required to be competent in the full role requirement. Furthermore, it is a requirement that both cashiers will work closely together to ensure all duties are covered in the event of absence. |