



Joburg|Market

Joburg Market (SOC) Ltd

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CASHIERING MANAGER

Salary: R31 549.00 (T12/C4) per month basic excluding benefits

JOB PURPOSE

Manage the day-to-day operations and staff of the cashiering operation of the company, consisting of a large team of cashiers located in a centralized or distributed operating environment. Ensure and oversee and coordinate cash and cheque receipts, distribution, and/or refunds and problem resolution.

DUTIES AND RESPONSIBILITIES

- Manage the daily cashiering activities of the department, including cash and/or cheque receipts, distribution and/or refunds and maintenance of departmental records
- Process and approve payroll time sheets, overtime and leave for the cashiering department
- Ensure that daily balancing procedures are maintained as well as manage and control cashier shortages and surpluses
- Handling of cashiering related queries effectively and efficiently
- Ensure that all cashier's accounts are reconciled
- Identify all cashier shortages / surplus and ensure all queries are resolved timeously and all unapplied receipts are allocated, JDE
- Monthly report Cash Collection and Shortages
- Ensure that all cash takings are banked on a daily basis
- Ensure that adequate security is maintained around the cashiers halls, counting house and security company at all times
- Review the reconciliation daily as well as reconciliation clerk work on a daily basis
- Manage relationship with Banking Institute
- Manage relationship with security company responsible for transporting money from the halls to the counting house as well as to relevant Bank cash depot
- Evaluate performance and make recommendations for personnel actions; motivate employees to achieve peak productivity and performance
- Set and implement departmental procedures, recommend policies, and ensure compliance with company policy, contractual requirement, and standard accounting procedures
- Coordinate unit functions with the finance department regarding accounting procedures
- Collaborate with information systems technical staff on maintenance, enhancements, and modifications to financial reporting systems
- Handle all customer service issues are handled in a timely manner.

- tasks to meet schedule requirements
- Interact with internal and external auditors and participate in occasional auditing projects or provide information and access to cashiering records as required
- Maintain compliance with departmental security, audit procedures, and company policy
- Respond to enquiries and research and resolve problems related to transactions handled by the unit; serve as liaison with other constituencies in the resolution of day-to-day administrative and operational issues
- Attend meetings and workshops, and serve on committees, as assigned
- Ensure proper security controls over the handling of cash
- Participate in the development of operating goals and objectives for the unit; recommend, implement, and administer methods and procedures to enhance operations, as appropriate to the unit
- Write reports to the internal audit department on staff defaults and perform miscellaneous job – related duties as assigned.

QUALIFICATIONS

- National Diploma / NQF level 6 in Finance
- Degree in Finance will be advantageous
- Up to 4 years relevant experience

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Joburg Market reserves the right not to make appointment

Email to: [cashiering- manager@joburgmarket.co.za](mailto:cashiering-manager@joburgmarket.co.za)

Please note all CV's must have the following

Attachments: Cover Letter, certified copy of ID, and supporting qualifications, If not attached your application will be rejected. **NO APPLICATION FORMS MUST BE COMPLETED**

By submitting your application for a position at Joburg Market, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

Please take note that if you are not contacted after 4 weeks of closing date; consider your CV as unsuccessful.

N. B. Applicants from Indian, Colored and White population Groups are encouraged to apply.

The closing date is 21 October 2022 at 12:00 pm.


12/15/2022.