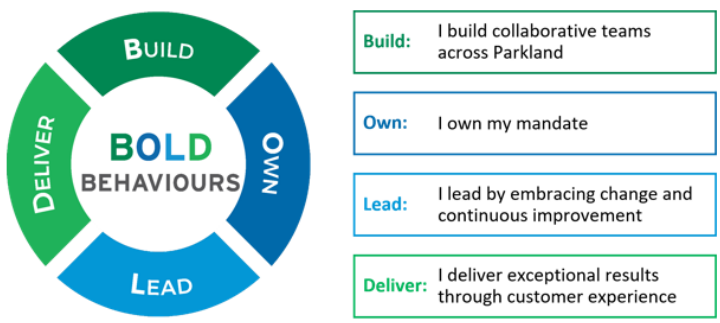



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|---------------------------------------|--|
| <b>Job Title:</b>                     | Cashier  |
| <b>Employer:</b>                      | Sol Guyana Inc   |
| <b>Location:</b>                      | Lot BB Rome, Agricola, Greater Georgetown  |
| <b>Reports to:</b>                    | CSC Supervisor   |
| <b>Subordinates:</b>                  | None   |
| <b>Purpose:</b>                       | To efficiently manage financial transactions, uphold the integrity of customer accounts, and contribute to the overall health, safety, environment and Quality (HSEQ) initiatives of the organization.   |
| <b>Principle Accountabilities:</b>    | <ul style="list-style-type: none"> <li>Responsible for receiving payments, issuing receipts to customers and updating the relevant customer accounts in accounting software timely.</li> <li>Safeguarding the documents processed and cash and cheques received.</li> <li>Daily reconciliation of payments received against the system postings and customer invoices.</li> <li>Participates in HSEQ activities demonstrating commitment through personal engagement exhibiting culture of care behavior.</li> </ul>   |
| <b>BOLD Behaviours and Values</b>     | <ul style="list-style-type: none"> <li>Be an ambassador and supporter of our BOLD leadership behavior and values.</li> </ul> <div style="text-align: center;">  </div> <ul style="list-style-type: none"> <li>When we are BOLD, we create a work environment where we can thrive and excel through continuous improvement whether we are an individual contributor, manager, director, or the senior leadership team.</li> </ul> <div style="text-align: center;">  </div>   |
| <b>Qualification Requirements:</b>    | <ul style="list-style-type: none"> <li>A minimum of Five subjects at CXC (inclusive of Mathematics, English, and Accounting).</li> <li>Two years' experience in a similar capacity in a company's operations unit.</li> <li>Good analytical ability.</li> <li>Must be a team player and collaborate with others, have good communication skills, be able to multi-task, work independently, handle stress and must be able to exercise self-control effectively.</li> <li>Computer Skills: Fluent with Microsoft Word, PowerPoint and Excel.</li> </ul>  |
| <b>Other Competency Requirements:</b> | <p>Perform several administrative duties such as:</p> <ul style="list-style-type: none"> <li>Process cash, cheque and electronic payments in the accounting software.</li> <li>Issuing receipts for all cheques and cash received.</li> <li>Updating receipts into the relevant customer accounts timely.</li> <li>Managing overdue accounts and following up with the clients.</li> <li>Reviewing cheques for completeness and accuracy before processing.</li> </ul> <p>Performing the Cash Drawer daily balancing and closing activities. The position is responsible for:</p> <ul style="list-style-type: none"> <li>Balancing cash and cheques against postings and customer invoices.</li> <li>Issuing cash advances.</li> <li>Preparing daily Cash Audits.</li> <li>Preparing the end-of-day deposits slips.</li> </ul> <p>Managing the Revenue Stamp float as well as checking and scanning the cash received.</p> |
| <b>Other Information:</b>             | In addition to basic salary the successful applicant shall receive applicable job grade allowances and be eligible to participate in the SOL Group Pension Scheme and its non-contributory Group Health and Life Insurance Scheme.   |



**Application Procedures:**

Applications are to be submitted by completing the SOL Job Application Form available on the SOL website at [solpetroleum.com](http://solpetroleum.com) and submitted via e-mail to [careers@solpetroleum.com](mailto:careers@solpetroleum.com) on or by **May 24<sup>th</sup>, 2024**. Applicants must complete **all of the requested information** to be considered. Certified copies of relevant certificates will be requested for those applications under consideration. Only suitable applications will be acknowledged.