

Job Title: Cashier

Organization: Something Deeper Ministries (SDM)

Duty Station: Hope and Healing Center (HHC) Iganga – Kiwanyi village

Reports to: Accountant

About US: Something Deeper Ministries (SDM) is a faith based Non-Governmental Organization upholding Christian values at both community and individual levels. We consider that our greatest asset in our work is the fulfilment of God's will for the people that we serve and maintain godly relationships with all our publics, both internal and external. SDM has four arms of operation: healthcare, spiritual support, education and community empowerment.

Hope & Healing Center is a community-based hospital fulfilling SDM vision of raising the standard of healthcare for the rural population.

Job Summary: The cashier is to assist customers in all financial cash transactions with proper documentation.

Duties and Responsibilities:

- Assist customers in receipting for purchase of products and services offered
- Accepting and giving appropriate change
- Handle regular cash book reconciliations.
- Daily sales ledger and creditors ledger accounts reconciliation.
- Creating financial reports on a regular basis.
- Posting of cash sales/expenses in the quick books system
- Ensure financial transactions are properly recorded and entered into the accounting systems and money handed over to the accounts office in time
- To willingly and joyfully carry out other duties as assigned by your supervisor

Qualifications, Skills and Experience:

- Certificate or diploma in accounts is an added advantage
- Experience in sales and/or marketing is an added advantage
- Ability to communicate and interact well with people from different educational, linguistic, cultural and religious backgrounds
- Proficiency in handling basic computer programs used in hospital management and basic computer skills in Word and Excel.
- Two years of experience is an added advantage
- Fluency in Lusoga and/or Luganda is an added advantage

How to Apply:

All suitably qualified candidates are invited to send an

- application letter
- CV/resume
- copies of academic certificates
- testimonials and three referees/reference letter

Interested candidates should hand deliver, mail or email their application to Human Resource Manager, Hope & Healing Center – Kiwanyi Village- Iganga District, PO Box 191 Iganga, Uganda or send email to workwithSDMinistries@gmail.com . Only shortlisted candidates will be contacted for interview.